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## POSITION DESCRIPTION

**POSITION TITLE:** HOME VISITOR- HEALTHY BABY

**DEPARTMENT:** PUBLIC HEALTH

**CLASSIFICATION:**

**UNION:** MGEU – COMMUNITY SUPPORT

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** HEALTHY BABY FACILITATOR, CLINICAL TEAM MANAGER – PUBLIC HEALTH

**POSITIONS SUPERVISED:** NOT APPLICABLE

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## POSITION SUMMARY

Working under the direction of the Healthy Baby Facilitator and the Clinical Team Manager, Public Health, the Home Visitor – Healthy Baby is primarily responsible for providing support to Healthy Baby participants and providing assistance to the facilitator in the development and implementation of the Healthy Baby drop-in sites. The Home Visitor – Healthy Baby will ensure services and programs are offered in accordance with the established guidelines of the Healthy Baby Program. The position of Home Visitor – Health Baby functions in manner consistent with and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Assists Healthy Baby Facilitator and other members of the Healthy Baby Team to plan activities at the Healthy baby drop-in sites
- Assists with the set-up/clean-up/meal preparation at the sites
- Responsible for delivering program activities as required
- Participate in the debriefing following the drop-ins
- Provide outreach to families as identified by the facilitator/other team members/community agencies
- Work in collaboration with the facilitator to promote awareness of the Healthy Baby Program

- Travels to different Healthy Baby sites within the region
- Completes documentation as required
- Attends educational sessions as required
- Maintains confidentiality in accordance with applicable legislation, including the Personal Health Information Act
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

**OTHER**

- Performs other duties as assigned

**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Grade 12, GED or other acceptable training

**REQUIRED KNOWLEDGE:**

- Basic knowledge of early childhood growth and development

**EXPERIENCE REQUIRED:**

- Experience working with young children (0-3) and their families
- Experience working with prenatal families
- Previous work experience with families in a group setting preferred

**SKILLS/COMPETENCIES:**

- Ability to work independently and as part of a multi-disciplinary team
- Strong interpersonal and communication skills
- Ability to identify and link with community resources
- Ability to take direction and work as part of a team
- Ability to use effective strategies to support the growth and development of strong families and healthy children
- Ability to flex schedules to meet the needs of the program
- Ability to plan, organize and manage time effectively
- Capacity to problem solve and view different perspectives
- Maintain confidentiality at all times
- Proficiency working with computers preferred
- A valid driver's license
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - Will be required to travel throughout the region as duties may require.
  - No hazardous or significantly unpleasant conditions.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: \_\_\_\_\_  
Date

Revised: \_\_\_\_\_  
May 2017  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Vice President/ CEO \_\_\_\_\_  
Date

Reviewed by:

\_\_\_\_\_  
Vice President, Human Resources

\_\_\_\_\_  
Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*