



HOME VISIT SUPERVISOR

DEFINITION: Under the direction of the Public Health & Prevention Deputy Director or designee, this position organizes, supervises, and directs the Inyo County Home Visiting Program; provides trauma-informed services in a culturally aware, strength-based manner; provides ongoing, intensive, professional supervision to all Home Visitors focusing on supporting healthy attachments and utilizing evidence-based reflective strategies.

Examples of Duties

ESSENTIAL JOB DUTIES:

Acts as the project lead for the Inyo County Home Visiting Program and is the primary day-to-day point of contact. This position is responsible for overall and daily management related to implementing and evaluating the local Home Visiting Program; onboarding new staff; directing and supervising staff; preparing or overseeing the preparation of the Plan, Budget, progress reports, cost reports; and maintenance of required documents for auditing purposes; provides educational classes or groups; develops media messages, newsletters, and other forms of mass communication messages. Duties include, but are not limited to:

Supervises and evaluates the work of staff.

Directly provides a broad range of health and human services activities which may be specific to HHS prevention, such as the home visiting program, ensuring program implementation fidelity as required.

Provides directly and/or arranges for on-going training to volunteers and staff.

Develops, facilitates, and supports collaborative efforts with other work units and/or community stakeholders.

Develops and implements work unit goals, writes required plans, monitors, and reports on progress toward goals.

Makes regular presentations to community groups and policy makers (i.e., civic clubs, churches, governing boards, etc.) for purposes of educating about services and/or advocating for policy, systems, and environmental change.

Coordinates, and may provide, activities to ensure timely and appropriate completion of tasks and projects.

Conducts employee conferences to discuss or interpret departmental rules, regulations, policies, and procedures, and performance problems.

Identifies and resolves operational problems.

Receives and resolves employee complaints and makes recommendations to superiors on difficult and complex personnel matters.

Supervises and participates in quality control.

Ensures compliance with applicable rules, regulations, policies, and procedures governing tasks within assigned duties.

May be assigned to additional supervisory, training, investigative, and/or routine administrative responsibilities.

Typical Qualifications

Education/Experience:

Path 1: A Bachelor's degree from an accredited four-year university AND one (1) year of experience performing duties in a social services, public health, behavioral health, or related health and human services agency;

OR

Path 2: High School graduate or equivalent AND three (3) years of professional experience performing work consistent with the assigned work unit, including one (1) year of lead supervisory experience in such programs, AND completion of the equivalent of eighteen (18) semester units (twenty-eight quarter units) in a related field;

OR

Path 3: High school graduate or equivalent and one (1) year of front-line supervisory experience in a health and human services agency, public or private.

Knowledge of:

The functions of Health and Human Services agencies and the specific issues assigned in the work unit surrounding primary prevention and the Home Visiting Program

Child physical and emotional development

Family systems

Child-focused home visiting, that promotes parents' ability to support child physical and emotional development.

Culturally responsive, strengths-based parent/child education, case management and/or provision of supportive services

Motivational interviewing and trauma-informed engagement techniques

Principles of home visitation safety

Ability to:

Speak and write English using appropriate grammar and paragraph structure and produce oral and written reports/presentations concisely and clearly.

Train, coach, support, and develop staff and consumers.

Plan, assign, monitor, and supervise the work of others.

Apply interpersonal skills effectively.

Establish and maintain cooperative working relationships with community groups, co-workers, and the public.

Work effectively with other work units in the agency.

Operate automated office equipment and systems used by the department.

Identify problems and develop solutions; analyze a situation accurately and adopt an effective course of action; use available sources of information effectively in determining program goals and activities.

Must have physical ability to sit for prolonged periods of time, stand, twist, lift, and carry up to 25 pounds; climb and descend stairs; frequent telephone use.

Supplemental Information

Special Requirements: Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles. Must possess the ability to travel independently. Must successfully complete a pre-employment background check.
