

## JOB ANNOUNCEMENT

**OPEN TO ALL HEALTH DEPT. CURRENT CAREER SERVICE MERIT EMPLOYEES - Merit code 04, 06, 08**  
**Full Time Position Is Based on Grant Funding**  
This position requires bilingual Spanish speaking/reading skills.

**POSITION: OUTREACH/HOME VISITATION AIDE**

Posting# 995142-0810md

**REQUIRED ATTACHMENTS TO APPLICATION:**

- College transcripts and/or diploma No Internet printouts (for College credit)
- Language Skills Attachment

**SALARY RANGE: Step 14 - 26, \$1004 - \$1326 bi-weekly** (plus benefits package)  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** July 30, 2010

**CLOSING DATE:** August 6, 2010

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies that occur within the next two (2) months*

For additional information see the job description at - <http://www.utahcountyonline.org/dept/pers>

**JOB SUMMARY:** Under supervisory direction, provides health education through home visits and group and individual presentations.

**DUTIES INCLUDE:**

**Conducts** home visits to new mothers to determine a family's need of supportive services.

**Maintains** accurate records of home visits including status of family and topic taught.

**Provides** education on health issues including breast feeding, postpartum depression and infant growth and development. Community classes are taught under nursing supervision.

**Coordinates** with supervisor to review services and makes appropriate referrals to community resources as needed.

**Attends** regular staff meetings, in-service training, and other meetings as requested.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Ability** to teach simple concepts concerning families and child care development.

**Skill** in written and verbal communication.

**Ability** to maintain cooperative working relationships with those contacted in the course of work activities.

**Knowledge** of the dynamics of child abuse, neglect, and domestic violence.

**Ability** to relate to adults and children.

**REQUIREMENTS FOR EMPLOYMENT:** Equivalent to a high school diploma; and one (1) year of work experience requiring reporting and client services activities. **This position requires bilingual Spanish speaking/reading skills.**

**LICENSING:** Incumbent must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment **Applicants receiving a conditional offer of employment will be required to show an original social security card and submit to a pre-employment drug screen and additional background checks as required.**

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and all attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

