

JOB ANNOUNCEMENT

20 hour Position Is Based on Grant Funding

This position requires bilingual Spanish speaking/reading skills.

POSITION: OUTREACH/HOME VISITATION AIDE

Posting# 995142-0211md

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Questionnaire
- College transcripts and/or diploma No Internet printouts (for College credit)

STARTING SALARY: Step 14, \$12.55 per hour (plus benefits package)
Step increase available after completing probation and annually thereafter.

OPENING DATE: January 24, 2011

CLOSING DATE: February 8, 2011

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 valid 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 required 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.

