

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: OUTREACH / HOME VISITATION AIDE
CLASS CODE: 5142
EFFECTIVE DATE: 10/16/2001 (Revised 9/14/99 version)
MARKET POINT: Based on applicable market study

DEPARTMENT: Health

JOB SUMMARY

Under supervisory direction, provides health education through home visits and group and individual presentations.

CLASS CHARACTERISTICS

This is the assistant position responsible to educate clients, with direction and guidance, on health issues.

ESSENTIAL FUNCTIONS

Interviews families in person or on the phone to determine appropriate needs and resources.

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

Provides education on health issues including teaching classes under nursing supervision.

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

Refers difficult cases or situations to supervisor for further direction or for a change in case management.

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

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

Serves as client advocate as needed.

Makes appropriate medical and dental referrals under supervision of a registered nurse.

Disseminates general health education information for the various nursing programs.

Coordinates public relations activities as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Skill in written and verbal communication; Skill in the proper use of grammar, spelling, and punctuation; Ability to work as part of a team; Ability to coordinate multiple tasks efficiently and effectively; Knowledge of departmental policies, procedures, and standards and of laws relevant to work performed; Ability to relate to adults and children; Ability to teach simple concepts concerning families and child care development; Skill in dealing with psycho-social issues; and Knowledge of the dynamics of child abuse, neglect, and domestic violence.

PHYSICAL DEMANDS

Typically sits at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 30 pounds; and Regularly drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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WORKING CONDITIONS

Work is performed in an office, home, or various community settings.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma; and one (1) year of work experience requiring reporting and client services activities. Selected applicants may be subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah driver's license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.