

# Sisseton-Wahpeton Oyate

## Job Description

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**Job Title:** SWO TMIECHV Home Visitor, Project Tribal MIECHV (TMIECHV)

**Reports To:** TMIECHV Project Director

**Salary:** Up to \$22 per hour budgeted starting

**Employment Category:** Regular Full-Time Exempt (FY23-2028)

**Department:** Department of Health and Social Services

### Summary:

Tribal Maternal, Infant, and Early Childhood Home Visiting Program (TMIECHV) is a five-year grant from the Administration for Children and Families (ACF). The TMIECHV Implementation and Expansion Grant is a continuation grant; the award cycle is Sept. 30, 2023-Sept. 30, 2028.

The Home Visitor is responsible for the recruitment of and service provision to prenatal families and families with children aged birth-5 years old; implementation of the Family Spirit home visiting model and Mothers and Babies parent education curricula to fidelity (training will be provided); support families in goal setting, provide social support and connect families to community resources. The home visitor is responsible for active engagement with families.

### Duties:

1. Co-create, promote and disseminate information to community members to recruit program participants and raise public awareness and education regarding maternal child health issues.
2. Conduct home visits utilizing the Family Spirit Evidence-based curriculum and Mothers and Babies curriculum.
3. Administers developmental screening tools for children enrolled in services; develop appropriate service plans for enrolled families and track client information and provide proper follow-up in regards to referrals and appointments. Serves as an advocate for participants.
4. Participates in the process of updating a coordinated community needs and readiness assessment of tribal communities through a process that engages all relevant community members.

5. Participates in webinars and online training scheduled by Administration for Children and Families (ACF) and its partners, as well as other relevant sessions.
6. Participation in Infant and Early Childhood Mental Health consultation.
7. Participates in team meetings to assist in developing processes for collecting, compiling, and transmitting project data in compliance with applicable laws, policies and processes.
8. Distributes and collects provider and family surveys on an annual basis, on behalf of evaluation team.
9. Participates in Continuous Quality Improvement activities.

**Qualifications:**

1. High school diploma or equivalent. Associate's Degree in behavioral health, early childhood or related field preferred.
2. Knowledge of community and cultural resources.
3. Valid state driver's license and ability to obtain a SWO Tribal driver's license.
4. Excellent communication skills, both written and oral.
5. Ability to connect with parents/caregivers at their level of readiness and use a strengths-based, relationship-based approach.

**Skills and Knowledge:**

1. Cultural competence
2. Proficient computer skills and document preparation (e.g. Microsoft Office)
3. Strong oral, written, and interpersonal communication skills

**Special Conditions and Requirements:**

1. Ability to promote an alcohol and drug-free lifestyle.
2. Must consent to and pass criminal background check and character investigation.
3. Must consent to and pass initial, annual and random drug screens.
4. Comply with policies and procedures protect the public from transmission of communicable diseases, including immunizations and TB tests.
5. Complies with all laws and policies protecting health and client identifying information and confidentiality.

Approved  Date 10/6/23