



AmeriCorps Position Description

AmeriCorps School Readiness Home Visitor

The Child Abuse Prevention Center, Birth & Beyond, and WellSpace Health do not discriminate on the basis of race, color, national origin, sex, age, political affiliation, sexual orientation, disability and/or religion. Reasonable accommodations may be provided upon request. If you are a person with a disability and you would like to request an accommodation, please contact Human Resources at (916) 244-1904.

***AmeriCorps** is a community service program that is funded by the government and participating community partners, which is designed to help communities meet the specified needs in their area by recruiting and training individuals who are willing to devote one to two years serving in selected community projects. Service programs strengthen communities, encourage responsibility, expand opportunities for education, provide service experience, and increase life skills. For more information on AmeriCorps, please visit www.americorps.gov.*

***WellSpace Health** is one of Sacramento's premier non-profit organizations proudly serving the homeless and underserved community of Sacramento for over 40 years. We offer professional services including: high quality primary health care; family planning; women's health including OB; immunizations; well child care and testing; diagnosis and treatment; addiction treatment; mental health counseling and pediatric dentistry.*

We are a leader in integrated care, blending physical health services with our well-known addiction and mental health treatment. We also offer a range of medical products through community partnerships including our T3 Program (Triage, Transport and Treat) that reduces Emergency Room overcrowding and our Interim Care Program (ICP) that reduces medical relapse following hospital discharge. In 2010 we have opened the first pediatric dentist clinic in the Sacramento area for our community.

Birth & Beyond Program

The Birth & Beyond Program focuses on overburdened families and children incorporating home visiting and family resource centers as a strategy for service delivery. A team of professionals, paraprofessionals, and residents of the community provide services.

Service Position Title: AmeriCorps School Readiness Home Visitor

Service Position Summary:

The AmeriCorps School Readiness Home Visitor is responsible for providing educationally based services and referral/ resources to enhance social/emotional development of families with children 0-5 years. Through the services of the AmeriCorps School Readiness Home Visitor, families will be building upon family strengths and enhancing self-sufficiency.

Essential Functions:

1. School Readiness Visit Responsibilities (50%)

- Conducts home visits with a focus on families with children/youth 0-18 years for parent support and linkage to their local education programs and/or schools/school district.
- Provide and review school readiness milestones with every family referred.
- Educate families on developmentally appropriate learning play activities.
- Promote/educate families on appropriate social/emotional development.
- May conduct screens and assessments with families.

- Assist family in understanding and meeting school requirements.
- Educate/Link families to local libraries/early literacy programs.
- Be familiar with and educate parents on schools and early education programs in the local FRC district.
- May act as an advocate between the family and local schools/school districts.
- Provide necessary follow up from families referred and/or MRT recommendations.
- Complete all case file documentation as required by Policies and Procedures.
- Submit accurate and timely daily attendance reports, progress notes, and data collection.
- Possibility of carrying a small home visitation caseload (maximum of 3 families) with approval by Program Manager, may be supervised as necessary by Team Leader or Program Manager.

2. FRC Responsibilities, School Readiness Workshops & Classes, Multi-Disciplinary Team Case Reviews (30%)

- Attend monthly school readiness collaborative meetings for program planning and service integration; promote B&B outreach events; and educate school district staff on FRC.
- May act as an advocate between FRC families and service providers in the community to provide school readiness opportunities.
- Assist with and participate in the community service sites as needed, including outreach activities and volunteer generation.
- May assist with playcare/youth activities as needed.
- May assist with FRC community events/fairs.
- Facilitate workshops and classes that focus on school related curriculums and/or activities.
- Participate in MRTs to identify families who would benefit from a school readiness home visitor, and to inform MRT participants of school readiness services available in their community.
- May provide light case management for parents seeking school readiness services.

3. Supervision, and Training (15%)

- Attend a minimum of 1 hour a week supervision with direct supervisor (FRCC, TL, PM)
- Consult with supervisor any concerns observed during family interaction.
- Attend required B&B trainings provided by the Child Abuse Prevention Center, the County of Sacramento, and its Contractors.
- Attend required B&B subcommittee meetings.
- In the event a NPP home visitation case is assigned, additional HV case file maintenance and NPP training will be provided by their supervisor or other designated staff at the FRC.
- May attend community trainings related to position (i.e., Child Development, Special Needs, Literacy, etc.)
- Members will be trained and expected to adhere to CNCS prohibited activities.

Marginal Functions:

1. Other Duties Related to Service Activity (5%), including but not limited to:

- Participate in AmeriCorps National Service Days.
- Assist in maintaining a safe, clean, resourceful, and enriching FRC environment for families and staff.
- Perform other duties as assigned that are associated with the AmeriCorps B&B Performance Measures.
- Interpret for families as requested and as applicable.

Principal Working Relationships:

- FRC Coordinator/Team Leader
- Program Manager
- Home Visitors
- FRC Staff
- Birth & Beyond Families
- School Districts
- SCOE
- Various Community Service Agencies
- Child Abuse Prevention Center Staff

Knowledge, Skills and Abilities:

- Must be able to read, write, speak and understand the English language.
- Must have basic computer skills.
- Ability to work with diverse workgroups and teams.
- Ability to serve families with diverse economic, social, racial, and cultural backgrounds.
- Must have the ability to be a self-starter and work independently.
- Knowledgeable about local community resources.
- Knowledge of child abuse issues, substance abuse and family dynamics.
- Knowledge of child development and behavior.
- Knowledge or experience in child development, and/or social services in community settings with families preferred.
- Ability to establish and maintain personal and programmatic boundaries while providing supportive services.
- Strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value systems and behavior norms.
- Experience in working with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
- Demonstrate good writing and organizational skill.
- Ability to maintain a professional, confidential work environment.
- Ability to self-initiate multiple tasks in an efficient manner.
- Ability to work evenings and weekends, as required.
- Ability to communicate clearly both orally and in writing.
- Ability to communicate professionally & effectively.
- Able to deal with stressful situations.
- Must report to service site as scheduled and agreed upon with Host Site Supervisor.
- Must be able to lift & carry a minimum of 15 lbs.
- Ability to frequently bend, twist, squat, kneel, reach, push, and pull.

Other Qualifications:

- Must be at least 18 years of age.
- Must be a U.S. citizen or lawful permanent resident.
- Clearance of fingerprint background check.
- Must possess a high school diploma or GED.
- Must possess a valid California Driver's license, reliable transportation and auto insurance.
- Able to travel between sites and to offsite events.

ACKNOWLEDGEMENT:

Other than the completion of marginal functions, all of the above duties and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement duties, responsibilities, or requirements. Individuals may be required to perform any other position-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all inclusive.

This Position is a: **1700 Hour Commitment** **900 Hour Commitment**

To apply for this volunteer position, send resume to Afi Farrar at afarrar@wellspacehealth.org.

Applicant's Name

Supervisor's Name

Applicant's Signature

Supervisor's Signature

Date

Date