

**East Shore District Health Department**  
**Position Description**  
**Male Family Support Provider**

Location:	East Shore District Health Department, 688 E Main St, Branford, CT
Reports to:	Clinical Supervisor
Position Status:	Full-Time
Weekly Hours:	40
Affiliation:	Non-Union, Salaried, Exempt Classification

**General Statement**

The primary responsibility of this position is to conduct home visits with fathers for the purpose of providing research-based child development, early literacy information and developmental screenings and education to improve parenting skills and health outcomes, increase school readiness and reduce instances of child abuse and neglect.

**Distinguishing Characteristics**

This position requires an understanding and extensive knowledge of child growth and development. Excellent interpersonal skills, strong organizational skills and the ability to model positive parent-child interactions with client families. Must have comfort in making home visits in a variety of private home settings. Computer skills including MS Suite Programs are required. Certification/knowledge of Parents as Teachers ®, 24/7 Dad and Nurturing Fathers curriculums as well as Visit Tracker data system is a plus.

**Essential Duties and Responsibilities**

**Serves as a Family Support Provider for Fathers**

- Assesses parental support, child development and home environment for the purpose of developing an individualized plan to assist parent(s) in parenting skills and interaction with children to enhance skill acquisition and prevent instances of child abuse and neglect.
- Coordinates monthly parent activities in an effort to provide enrolled families opportunities to network with other parents and enhancing overall parenting skills including self-esteem, nutrition, play activities, etc.
- Maintains a variety of confidential records and files for the purpose of ensuring documentation for future reference in accordance with administrative and legal requirements.
- Participates in various meetings (e.g. advisory board, in-service training, department meetings, professional development, etc.) for the purpose of collaborating with other personnel, conveying and/or gathering information required to perform functions, recruiting families and/or addressing professional development requirements.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Provide parents with information regarding child development, child care, child safety, behavior management techniques, positive parenting practices and their role as their child's first teacher.
- Understand and promote secure attachment between parents and their children.
- Demonstrate interactive parent-child activities and encourage parents to practice activities on a regular basis.
- Develops relationships with potential and existing referral sources.

- Supports with the coordination of the East Haven Mobile Food Pantry once a month.
- Demonstrate and model appropriate child development activities in an effort to promote parent knowledge and skill. so as to be a positive role model.
- Connect families to other resources in the community (e.g. WIC, SNAP, job training, etc.) as needed.
- Promote healthy behaviors and wellness so as to be a positive role model for full potential, productive learning.

The above essential duties and responsibilities are not intended as a comprehensive list; they are intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform additional related duties.

## **Knowledge, Skills and Abilities**

### **Knowledge of**

- Child growth and development.
- Community services in the East Haven/West Haven communities as well as other health district member towns.
- Parents as Teachers ®, 24/7 Dad and Nurturing Fathers curriculums a plus.

### **Ability to**

- Interact well with others.
- Ability to organize and facilitate groups, and work with diverse organizations and interests and to work collaboratively.
- Understand the planning process.
- Use tools and educational activities as appropriate.
- Operate computers, software applications, website, social media other business technology and use a variety of software.
- Communicate effectively orally and in writing.
- Prepare clear and concise case records and reports.
- Make decisions, prioritize daily appointments as needed.
- Consistently produce accurate work.
- Make adjustments and changes to daily assignment as needed.
- Establish and maintain effective working relationships. Ability to work with others and to work independently (as a self-starter).
- Work duties may include weekends and evenings as needed.

## **Licenses; Certifications; Special Requirements**

- Must possess and maintain a valid driver's license.
- Must possess and maintain all applicable public health certifications as required the State of Connecticut.
- May be required to obtain additional certifications as a result of legislative requirements.
- Must be currently certified or complete certification in the PAT® curriculum within six months of employment. Obtain other Federal and State certifications and licenses as applicable by industry professional standards.

## **Physical Demands and Working Conditions**

Work is performed in an office environment and may include various community settings with travel to outside district sites. Candidate must have the ability to reach and bend, and push/pull or lift objects less than twenty (20) pounds. Work may be performed outside of normal business hours to respond to emergency situations and/or educational forums performed in the evening or on weekends. Candidate may be exposed to body fluids, hazardous wastes material, toxins, and/or poisonous substances.

## **Minimum Qualifications**

- High School diploma and two years of relevant supervised work experience required. Associates or Bachelor's degree in Early Childhood, Human Services or related field preferred.
- Spanish and English fluency - written and spoken – preferred.
- Computer skills, including knowledge and proficiency of Microsoft Office.

## **HOW TO APPLY:**

Please send a letter of interest and a copy of your resume to [info@esdhd.org](mailto:info@esdhd.org)

This is a grant funded position and the salary range for this position is dependent on qualifications.

Applications will be taken until this position is filled. Equal opportunity employer - minorities, veterans and people with disabilities are encouraged to apply.

Please note that only candidates selected for an interview will be contacted. Due to the volume of applications, we are sorry that phone calls cannot be returned.