



## Job Description

**Job Title:** NewboRN Home Visiting Program (NHVP) –Weekend/Part-time Family Partner

**Department:** MCH – NewboRN Home Visiting Program

**Location:** Gainesville, FL at UF Health Shands and HCA Florida North Florida

**Employment Type:** Part-Time/Weekends

**Salary:** \$18/hour

**Posting Closes:** Open until filled

**Apply:** <https://tinyurl.com/WF1028>



### JOB SUMMARY

The NewboRN Home Visiting Program (NHVP) is a universal home visiting program that is free and offered to all Alachua County women who give birth in Alachua County. The Family Partner meets with each Alachua County mother who delivers at UF Health Shands and/or HCA Florida North Florida to introduce the NHVP and obtain their consent to participate. Once consent is received, the family partner connect family to the nurse to conduct the assessment/home visit.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Meet with each mother who is an Alachua County resident at the hospital where they deliver (UF Health Shands and/or HCA Florida North Florida) and introduce the NHVP
- Educate the family about the NHVP and obtain their consent to participate in the program
- Provide consent to full-time Family Partner designated for each hospital
- Provide immediate referrals to community resources for families with emergent needs
- Follow up to ensure referral is received by full-time Family Partner
- Maintain participant records in accordance with program and funding source requirements
- Maintain client confidentiality and integrity in keeping with agency policies, practices, professional standards, and program requirements
- Maintain inventory of educational materials
- Put together Welcome Baby bags with educational materials for families
- Participate in trainings, meetings, workshops, conferences, webinars, and conference calls as necessary
- Stay current with relevant maternal and infant health issues
- Maintain a professional demeanor in appearance, communication, and conduct
- Perform all other duties as assigned and adhere to ongoing policies, program standards, and supervisory directives

### QUALIFICATIONS

#### Education and Experience

- A bachelor's degree in public health, social work, health education, early childhood development, or a related social science field
- Two years of related work experience preferred
- Experience with documenting in an electronic data system
- Bilingual or Spanish speaking experience desirable

**Driving Requirements**

- Must have a reliable vehicle
- Possess a valid Florida Driver's License (required)
- A safe driving record is required (Driver's License background check will be conducted prior to offer of employment and will be conducted annually for organizational insurance purposes)

**Other Requirements**

- An FDLE background check may be required prior to offer of employment and may be conducted annually or as required at such times that are warranted and/or that external funders require such a check.
- Level II Background Check may be required prior to offer of employment and may be conducted annually or as required at such times that are warranted and/or that external funders require such a check.
- HIPAA and confidentiality training will be conducted upon hiring.
- Health screening as required by the hospital for credentialing.

**WORKING CONDITIONS AND PHYSICAL DEMANDS**

- Ability to stand, walk, bend, kneel, or reach for extended periods.
- Must be able to maintain stationary position for at least 25% of the time.
- Must be able to maintain a virtual work environment, if required.
- Must safeguard participant information and confidentiality.
- Must be able to occasionally move about inside the office to access file cabinets, copy machines, printers and front door.
- Must be able to consistently operate a computer and other office productivity machinery such as calculator, copy machine and printers.
- Must have the ability to communicate information and ideas so others will understand.
- Must have the ability to exchange accurate information with management and other employees in a timely manner.
- Must have the ability to observe details including inspecting, assessing and determining details/information.
- Must have the ability to focus and read forms and instructions for long periods of time.
- Must have the ability to bend, stretch and reach for items as needed.
- Must have the ability to walk short distances and climb stairs.
- Lifting up to 50 pounds.

*WellFlorida Council is an equal opportunity employer. We offer a welcoming and inclusive environment in service to one another, the diverse clients we represent and the communities we serve.*