



**JOB DESCRIPTION**  
**HOME VISITING SUPERVISOR**  
**ALLEGHENY/WESTMORELAND COUNTY**

*September 2024*

***The mission of Healthy Start is to improve maternal and child health and to reduce poor birth outcomes and infant mortality in Allegheny County.\****

**Overview:**

This is an advanced level supervisory role guiding performance, quality assurance, support and development for home visiting staff. The supervisor also maintains a small caseload of home visiting participants—providing case management, coordination of care, health education and administrative support as needed to the Program Manager and Director of Clinical Practice and Home Visiting. The Home Visiting Supervisor has a passion for maternal and child health and advances family systems and life course approaches to support improved birth outcomes, and family health and well-being.

***\*This position supports programming in Westmoreland County, aimed at the same goals.***

**Duties of the Position:**

- Supervise and support home visitors with their daily tasks and crisis management to support the assurance of quality service delivery (participant outcomes), team productivity (staff performance and morale) and professional development (trainings, certifications and staff competencies).
- Conduct and document biweekly and/or month productivity and outcomes reporting to ensure program expectations and benchmarks are achieved.
- Support overall service delivery strategy.
- Attend and co-facilitate biweekly team meetings.
- Keep Program Manager abreast of all adverse events and crises, staff updates or challenges.
- Identify and enroll eligible participants, as needed.
- Provide home- and community-based case management and coordination services to eligible participants.
- Maintain a caseload of up to 10 participants.
- Assist in the development and management of the participant's plan of care/goal planning—including birth and reproductive life plans.
- Understand and provide evidence-based and evidence-informed education including, but not limited to: breastfeeding, immunization, safe sleep, family planning, smoking cessation, nutrition, mental health, physical health, stress, domestic violence.
- Screen for depression using the Edinburg and refer to treatment as necessary.
- Document all contacts and service provision.
- Link program participants to community resources such as housing, transportation, food and mental health services. Promote and support Healthy Start's internal referral programs.
- Conduct periodic service plan meetings with participants and service providers.
- Assist in identifying gaps in services and health needs, and devise remedies in health-related areas.
- Assist and/or present programs on health information and services to community groups.
- Complete all trainings and ongoing professional development related to the Healthy Start model, public health and health disparities. Attend meetings, events and conferences as necessary.
- Participate in one community-based committee as a representative of Healthy Start.
- Other duties as assigned.

**Qualifications of Position:**

A bachelors degree with five or more years of experience in a social service/health field; advanced degree preferred. Combinations of education and experience will be considered. Consideration/ preference will be given to job-related education (i.e., certifications, etc.). Experience working with home visiting and/or populations experiencing health disparities is a plus.

### **Skills and Knowledge Requirements:**

- Knowledge of social work principles, current practices, and methodology.
- Knowledge of prevention strategies, needs and risk assessment and family systems.
- Knowledge of current social, economic, psychological factors of health, and the use of health care in the area of maternal and child health.
- Knowledge of individual and group behaviors, team building principles, and techniques.
- Ability to carry out supervisory functions with skill and dedication; balancing the administrative, educational and supportive elements.
- Effective written, verbal and listening communication skills and strong administrative skills.
- Understanding of community and service delivery systems.
- Case management and confidential record keeping.
- Emergency response and crisis management skills.
- Sounds analytical and problem-solving skills.
- Demonstrated good decision making in dealing with safety issues.
- Professional demeanor is required as you will interact with persons at all levels within the organization, outside of the organization and community.
- Ability to follow instructions and take direction from management and comply with the boundaries of the establish policy and procedures.
- Ability to plan and facilitate group sessions.
- Ability to motivate and guide participants to keep appointments, obtain goals and take advantage of services.
- Ability to work with multi-cultural participants/agencies.
- Ability to work with computer software applications, i.e., word processing, data base and spreadsheets.
- Possess excellent interpersonal and communication skills.
- Maintain an absolute commitment to protecting the confidentiality of employee and agency information handled on a daily basis.

#### Other:

- Must possess a valid unrestricted Pennsylvania Driver's License.
- Must possess current and valid unrestricted automobile insurance and be listed as an insured driver.
- Personal transportation with employee listed as an insured driver on the vehicle used for work.
- Act 33/34 clearances.
- COVID vaccination required.

### **Supervisory Relationships**

This position functions as a member of the home visiting team with an advanced level of independence under the direction of the Program Manager.

### **Physical Demands**

- The work performed is 50% conducted in the field. Candidate must possess the ability to work at locations outside of the office environment. Must attend weekly case review in Allegheny County.
- The other 50% of the position is office work requiring sitting, keying, typing and answering phones, with occasional light lifting, carrying, stooping, standing, bending, walking and filing.
- Intense mental, visual and aural attention is required as the work involves responding to requests, planning or performing work that is at times, can be fast-paced.
- Out of town and overnight travel may be required on occasion.

### **Compensation**

\$47,000-\$50,000 annual starting salary. Includes competitive benefits package. FLSA status: non-exempt.

Please send **resume and cover letter** to Human Resources at [hr@hsipgh.org](mailto:hr@hsipgh.org)

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.***