

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: BILINGUAL HOME VISITOR**

---

### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to conduct home visitation to provide information and personal support pertaining to pregnancy, infant/child health, parenting, and other healthcare issues. Duties and responsibilities include providing personal support to clients, assisting families in obtaining health care and other needed services, monitoring adherence to recommended care to reduce incidence of infant mortality/morbidity or low birth weight, optimizing growth and development of infants and young children through stimulation and healthy child development, providing coaching and modeling parental techniques, and performing other duties as assigned. This position is responsible for communicating with the Hispanic population orally, as well as through writing. Reports to Registered Nurse.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Provides information, assistance, encouragement, and support to pregnant women, new mothers, and families regarding pregnancy, infant/child health, parenting, and other general health care issues and services; works primarily with an increasing population of Hispanic clientele.

Provides Home Visitation Program services to eligible clients; interviews clients/patients to determine eligibility for services.

Plans, coordinates, and conducts home visits; selects and assembles all needed information, literature, age-appropriate curricula materials, learning tools, or other materials to educate the client/patient; makes home visits at appropriate or required intervals; monitors safety conditions in high-risk neighborhoods.

Administers health assessment tests to identify medical problems which might negatively impact the child and/or family; administers psychosocial assessments using approved tools; administers nutritional assessments; provides information regarding proper child development to family; interprets assessment tools to determine program eligibility and develop appropriate plans of action.

Organizes and notifies clients regarding various educational opportunities relevant to the client and family; administers many of these classes in Spanish.

Establishes goals and action plans to address patient/family needs and problems identified in assessments; assists patients in developing skills to meet child/family needs and to carry out service plan; reviews and updates plans on a semi-annual basis or as otherwise needed; determines level of attainment of goals prior to termination of patient/family from program services.

Assists patient/client with application for social services and maintains contact with the Department of Health Services (DHS) caseworker regarding completed applications; assists DHS casework in understanding or completing applications written in Spanish; assists patient/client in obtaining medical services and educates client regarding the use of insurance and required responsibilities.

Prepares narrative reports to record findings, assessments and service plans and places in patients' medical records.

## **Rutherford County, Tennessee • Bilingual Home Visitor**

---

Makes referrals to other agencies/services for additional services as appropriate; follows up with families and agencies to ensure referral services are accepted by family and provided by agency.

Compiles or monitors statistical, demographical, or administrative data pertaining to cases and work activities; summarizes data and prepares reports; submits various reports to appropriate agencies or individuals as required.

Prepares or completes various forms, reports, correspondence, patient records, travel claims, health assessments, psychosocial assessments, nutritional assessments, developmental assessments, action plans, referral forms, or other documents.

Receives various forms, reports, correspondence, patient records, referral reports, mileage records, assessment tools, developmental tools, curriculum, policies, procedures, regulations, maps, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Communicates with supervisor, employees, other departments, patients/clients, family members, medical providers, schools, state/local agencies, social service providers, community agencies, government agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Provides public information and education; speaks to community groups and agencies to advise of available services; attends various meetings as needed.

Maintains an awareness of new methods, trends, and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Operates a motor vehicle to conduct work activities.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by 5 months previous experience and/or training involving program administration, case management, general human services, interpersonal relations, or administration of assessment tools; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires the ability communicate with the Hispanic population orally, as well as through writing. Requires successful completion of training provided by State of Tennessee Health Department. Must possess and maintain a valid Tennessee driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of an automobile, personal computer, and general office equipment used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, rain, temperature extremes, traffic hazards, bright/dim light, disease, pathogenic substances, violence, or high-risk neighborhoods.

### PHYSICAL DEMANDS ANALYSIS

#### 1. STANDING AND WALKING

**Tasks:** Inside Building: Walking from office to clerical area and storage areas to check for fax and mail, filing in charts, seeking clerical assistance, obtaining supplies, and walking from office to clinic room or front to meet with patients. Outside the building: Walking from vehicle to clients dwelling.

**Surface:** Inside Building: Carpet and tile flooring. Outside Building: all surfaces, concrete, grass, gravel, etc.

**Estimated Total Hours:** 1-2 **Maximum Continuous Time:** Briefly

#### 2. SITTING

**Tasks:** Data Entry, Paperwork, Phone, Interviewing

**Estimated Total Hours:** 5-7 **Maximum Continuous Time:** 1-2

**3. LIFTING/CARRYING**

**Objects:** Briefcase or Bag containing resource materials for home visits, television/dvd player, cases of formula, stacks of curriculum materials and/or forms

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs				X	
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

**4. PUSHING/PULLING**

**Objects:** Loaded Cart of supplies or formula

**Height of hands above floor during push:** Approximately 3 feet from floor

**5. CLIMBING**

**Tasks:** Entering the dwellings of clients

**Device:** Steps

**Height:** Varies

**Frequency:** Daily

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** Getting supplies, filing, loading copier, interacting with children

**Frequency:** Daily

**7. REACHING**

**Tasks:** Getting Supplies, Filing,

**Hands Used:** RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily	Briefly	1 to 5 lbs
21-36"	Up	Daily	Briefly	15 lbs

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces		X
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	50 % of time
Outside	50 % of time

**9. OTHER JOB DEMANDS**

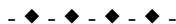
Does Job Require	Yes	No
Crawling	X	
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash		X

**10. LIST TOOLS, EQUIPMENT AND MATERIALS USED:**

Vehicle, Office equipment, Office supplies, Computer, Calculator, Telephone, TV/dvd player, Writing utensils, Paper Forms, Curriculums, Three Ring Binders, Booklets, Brochures

**11. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		Hourly
Grasp	X		Hourly
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Hourly



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date