

Sisseton-Wahpeton Oyate

Job Description

Job Title: SWO TMIECHV Home Visitor, Project Tribal MIECHV (TMIECHV)

Reports To: TMIECHV Project Director

Salary: Up to \$22 per hour budgeted starting

Employment Category: Regular Full-Time Exempt (FY23-2028)

Department: Tribal Health Department

Summary:

Tribal Maternal, Infant, and Early Childhood Home Visiting Program (TMIECHV) is a five-year grant from the Administration for Children and Families (ACF). The TMIECHV Implementation and Expansion Grant is a continuation grant; the award cycle is Sept. 30, 2023-Sept. 30, 2028. SWO TMIECHV will be applying for the continuation grant for FY 2028-FY2033 contingent upon funds available at the federal level.

The Home Visitor is responsible for the recruitment of and service provision to prenatal families and families with children aged birth-5 years old; implementation of the Parents as Teachers evidence-based home visiting model and Mothers and Babies parent education curricula to fidelity (training will be provided); support families in goal setting, provide social support and connect families to community resources. The home visitor is responsible for active engagement with families.

Duties:

1. Conduct home visits utilizing the Parents as Teachers Evidence-based curriculum and Mothers and Babies curriculum. The Home Visitor will have a caseload of approximately 15 families and will be required to meet with each family twice per month and participate in a monthly Group Connection activity.
2. Administer developmental screening tools for children enrolled in services; develop appropriate service plans for enrolled families and track client information and provide proper follow-up in regards to referrals and appointments.
3. Participate virtually in Infant and Early Childhood Mental Health consultation/Reflective two hours per month.
4. Ensure that all data collected is entered into the Visit Tracker software in a timely manner. The Evaluation team will support these efforts through required monthly data collection meetings.

5. Participate in the process of updating community needs and readiness assessment of tribal communities through a process that engages all relevant community members.
6. Participates in webinars and online training scheduled by Administration for Children and Families (ACF) and its partners, as well as other relevant sessions.
7. Participates in team meetings to assist in developing processes for collecting, compiling, and transmitting project data in compliance with applicable laws, policies and processes.
8. Participates in Continuous Quality Improvement activities.
9. Co-create, promote and disseminate information to community members to recruit program participants and raise public awareness and education regarding maternal child health issues.

Qualifications:

1. High school diploma or equivalent. Associate's Degree in behavioral health, early childhood or related field preferred.
2. Knowledge of community and cultural resources.
3. Valid state driver's license and ability to obtain a SWO Tribal driver's license.
4. Excellent communication skills, both written and oral.
5. Ability to connect with parents/caregivers at their level of readiness and use a strengths-based, relationship-based approach.

Skills and Knowledge:

1. Cultural competence
2. Proficient computer skills and document preparation (e.g. Microsoft Office)
3. Strong oral, written, and interpersonal communication skills

Special Conditions and Requirements:

1. Ability to promote an alcohol and drug-free lifestyle.
2. Must consent to and pass criminal background check and character investigation.
3. Must consent to and pass initial, annual and random drug screens.
4. Comply with policies and procedures protect the public from transmission of communicable diseases, including immunizations and TB tests.
5. Complies with all laws and policies protecting health and client identifying information and confidentiality.

Approved _____



Date 7/7/26