

Healthy Families Home Visitor Manager

CLASSIFICATION: Exempt, Salaried

WORK SCHEDULE: Full-time, 40 hours per week

PAY/SALARY: TBD

LOCATION: Salem, OR

Family Building Blocks (FBB) is accepting applications for a full-time Healthy Families Home Visitor Manager that will work in Salem.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk counties. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "Keeping Children Safe and Families Together" is the foundation that helps us build strength in our communities, large and small. We are committed to putting families at the center of our work.

Do you enjoy working in a fast-paced environment? Want to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly? Take a few minutes to learn more about our organization and this position. Join our team!

Primary Purpose

The Home Visiting Manager is a member of the Service Delivery Management Team and is responsible for leading, guiding, and energizing the Healthy Families Home Visiting Supervisory Team to ensure the highest-quality and most effective home visiting services are provided to children and families. This position will be responsible for providing consistent support to Healthy Families Home Visiting Supervisors in accordance with program standards informed by: Healthy Families Oregon and Healthy Families America guidelines; trauma informed best practices; and, attachment research as informed by Zero to Three. This position fulfills the duties of the Healthy Families Assistant Program Manager. This position requires a flexible schedule to meet program needs and participate in program activities that may often include longer workdays, late and/or early mornings and requires occasional travel to for training, meetings at other FBB sites, and off-site meetings.

Minimum Qualifications:

- Bachelor's degree in family services, social work, human services, or related fields and three years' experience working in family support, social work, early childhood education, or related field including experience with high-risk populations and home visiting **OR** in lieu of degree 5 years of experience in the Healthy Families program is required.
- One year of supervisory experience, plus a solid understanding of and experience in supervising and motivating staff, as well as providing support to staff performing emotionally challenging work.
- Administrative experience in human service or related field including experience in quality assurance/improvement and site development.
- Experience implementing family-centered and strengths-based services for families.
- Experience providing services to culturally diverse communities/families.
- Experience in home visitation with a strong background in services to the prenatal to age 3 population.

- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff.
- Possess strong organizational, time management, recordkeeping skills.
- Demonstrated ability to effectively motivate, train, and support colleagues and team.
- Ability to work effectively in a team environment and promote positive, forward thinking, and a strength based culture.
- Experience working with and providing support to high risk families while adhering to program policies and standards.
- Possess excellent verbal, written and interpersonal communication skills and be committed to staff development.
- Proficient in using MS Office Suite and ability to learn new programs required for the position.
- Must be creative, flexible, able to juggle multiple priorities, exercise good judgment.
- An employer-paid pre-employment drug test is required.
- Successfully pass a criminal conviction background check.

Preferred Qualifications:

- Master's degree in public health or human services administration or fields related to working with children and families.
- Experience as a Healthy Families supervisor preferred.
- Infant mental health endorsement.
- Experience with nonprofit organization.
- Experience working with community partners.
- Bilingual English/Spanish.

Additional Eligibility and Qualifications

- Mandated Reporter - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.
- Must maintain throughout the length of employment an acceptable driving record according to FBB criteria and valid auto insurance.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment.

Certificates, Licenses and Registrations

- Valid First Aid Card/Pediatric CPR or ability to obtain within 30 days of employment.
- Current Enrollment in Child Care Division Central Background Criminal History Registry and/or the Oregon State Police Criminal Records OR able to enroll within first week of hire.
- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect". (Must be a minimum of 2 hours training) or able to complete within first week of hire.
- Valid Oregon Driver's license, acceptable driving record, and reliable transportation.
- Proof of current auto insurance.

APPLICATION DEADLINE: Open until finalists are selected

HOW TO APPLY

If you would like a copy of the job description, have any questions or to submit your resume, cover letter, and education documents please contact Linda Flamenco, jobs@familybuildingblocks.org.

Employment offer is contingent upon completion of an Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year.

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.