



**HANDS Family Support Worker-Nelson Co.  
2 Paraprofessional positions  
1 professional position**

**Status: Full-time, Contract with benefits**

**Paraprofessional starting rate: \$15.00-\$17.00/hour depending upon experience**

**Professional starting rate: \$18.00-\$20.00/hour depending upon experience**

**Reports to: HANDS Area Supervisor**

**Location: Nelson**

**Primary duties include, but are not limited to:**

- Dependable and prompt attendance is a requirement of this position.
- Conduct initial home visit following Parent Visitor assessment with first time parent(s) and of families (eligible, voluntary participant) to establish rapport and planning for providing services as qualified by the provider.
- Provide regular planned visits to establish a trusting relationship for voluntary HANDS participant(s) to assist first time parent(s) and or families with child development, parenting skills, health services and other needed resources identified at assessment or during visits.
- Facilitate families in securing prenatal/child health services, referrals and appointments with other supportive agencies such as resource centers, health providers, schools and head start.
- Document case record and records home visit logs accurately on each contact, progress, service need and completes reports as required. Report weekly schedules to supervisor.
- Maintain confidentiality of program information obtained from home visit(s) and exchanged while communicating with community and support service providers.
- Confer with Program Coordinator and/or supervisor in cases involving potential collaboration with other service providers.
- Complete a minimum of 15 successful home visits per week after completed training.
- Respond and answer inquiries from eligible HANDS participants, community agencies, support service providers and the general public regarding the HANDS program (eligibility, services provided, procedures to participate, etc.)
- Keep supervisor informed of daily activity by submitting schedule at beginning of work week and notifying of any changes. Turn in activity log as required at end of work week.
- Attend case conference, in-service trainings and supervisory sessions as required by program protocol.
- Flexibility in work schedule is a must.
- Position requires travel; therefore, applicant must have a valid driver's license.

**Paraprofessional Qualifications:**

High school diploma or equivalent. Must be 18 years of age or older. Prefer experience in social or other health related field such as but not limited to working with infants, toddlers, teens and adults in a daycare, medical office or facility or school, etc. that provides a medical or community support service.

**Professional Qualifications:**

Bachelor's degree in Social Work, Social or Behavioral Science, Registered Nurse or related field with one year of experience performing case management services.

**To Apply:**

Please complete an online contract application by 4:30 pm EST on May 31, 2023. No phone calls please. Selection will be made by interview(s), and/or review of submitted documentation. Criminal background, licensure check, and drug screening will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

**Lincoln Trail District Health Department  
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Web: <https://www.ltdhd.org/>, Equal Opportunity Employer**