

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: OUTREACH / HOME VISITATION AIDE  
CLASS CODE: 5142  
  
FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: NONE  
  
EFFECTIVE DATE: 1/31/2012 (REVISED 10/16/2001 VERSION)  
DEPARTMENT: HEALTH

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## JOB SUMMARY

Under supervisory direction, provides health education through home visits and group and individual presentations.

## ESSENTIAL FUNCTIONS

Interviews families in person or on the phone to determine appropriate needs and resources.  
Conducts home visits to determine a family's need of supportive services.  
Provides education on health issues including teaching classes under nursing supervision.  
Coordinates with supervisor to review appropriate services and makes appropriate referrals to community resources as needed.  
Refers difficult cases or situations to supervisor for further direction or for a change in case management.  
Maintains accurate records of home visits including status of family and topic taught.  
Attends regular staff meetings, in-service training, and other meetings as requested.  
Serves as client advocate as needed.  
Makes appropriate medical and dental referrals under supervision of a registered nurse.  
Disseminates general health education information for the various nursing programs.  
Coordinates public relations activities as needed.

## KNOWLEDGE, SKILLS, AND ABILITIES

**Knowledge of:** departmental policies, procedures, and standards and of laws relevant to work performed; the dynamics of child abuse, neglect, and domestic violence.  
**Skill in:** written and verbal communication; the proper use of grammar, spelling, and punctuation; dealing with psycho-social issues;  
**Ability to:** maintain cooperative working relationships with those contacted in the course of work activities; work as part of a team; coordinate multiple tasks efficiently and effectively; to relate to adults and children; teach simple concepts concerning families and child care development;

## PHYSICAL DEMANDS

**Typically:** sits at a desk or table.  
**Regularly:** walks, stands, or stoops; drives a motor vehicle.  
**Occasionally:** lifts or otherwise moves objects weighing up to 30 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

## WORKING CONDITIONS

Work is performed in an office, home, or various community settings.

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**PAGE 2**

**EDUCATION AND EXPERIENCE**

High school diploma or equivalent and one (1) year of work experience that includes reporting and client services activities.

Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy. Selected applicants may be subject to, and must pass, a full background check.

**LICENSING AND CERTIFICATION**

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.