



TOMÁS J. ARAGÓN, M.D., Dr.P.H
Director and State Public Health Officer

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

April 20, 2023

Charlene Weiss-Wenzl
MCAH Director
County of Nevada
500 Crown Point Circle, Suite 110
Grass Valley, CA 95945

Dear Charlene:

APPROVAL OF AGREEMENT FUNDING APPLICATION (AFA) FOR AGREEMENT CHVP
ARP 22-29 – FISCAL YEARS (FY) 2022-24

The California Department of Public Health, Maternal, Child and Adolescent Health (CDPH/MCAH) Division approves your Agency’s AFA for administration of MCAH related programs.

To carry out the program(s) outlined in your approved SOW(s), during the period of July 1, 2022 through September 30, 2024, the CDPH/MCAH Division will reimburse expenditures up to the following amounts:

California Home Visiting Program FY22-24..... \$203,276

The availability of ARP funds are based upon funds appropriated in each respective FY (2022-24) Budget Act. Reimbursement of invoices is subject to compliance with all federal and state requirements pertaining to the CDPH/MCAH related programs and adherence to all applicable regulations, policies and procedures. Your Agency agrees to invoice actual and documented expenditures and to follow all the conditions of compliance stated in the current CDPH/MCAH Program and Fiscal Policies and Procedures manuals, including the ability to substantiate all funds claimed.

Invoice Submission:

As communicated in CDPH/ MCAH alert letter 20160710 on October 7, 2016, all invoices and supporting documentation must be submitted via email to the MCAH Invoice inbox: MCAHInvoices@cdph.ca.gov. To ensure appropriate processing, please use the following



invoice naming convention for the signed invoice cover letter PDF and/or Excel files as well as the subject line of the email:

Agreement Number (space) Agency Name (space) Fiscal Year (space) Invoice One Time Payment

- Example: CHVP ARP 22- 29 Nevada County FY22-23 One Time Payment

Invoice submission must include:

- Signed cover letter/ invoice instructions on agency letterhead

Please ensure that all necessary individuals within your Agency are notified of this approval and that the approved AFA documents are carefully reviewed. This approval letter constitutes a binding agreement. If any of the information contained within the provided AFA documents is incorrect or different from that negotiated, please contact your contract manager, Christina Jenkins by e-mail at Christina.Jenkins@cdph.ca.gov within 14 calendar days from the date of this letter. Non-response constitutes acceptance of your approved AFA documents.

Sincerely,



Angelica Jimenez-Bean
Section Chief, Contract Management and Allocations Process
Maternal, Child and Adolescent Health Division
Center for Family Health
California Department of Public Health

cc: James Kraywinkel
Nevada County Public Health

Carol Smith
Nevada County Public Health

Christina Jenkins
Contract Manager

Erica Rodriguez
CHVP Program Consultant

California Home Visiting Program

FY 2022-2024 Agreement Funding Application (AFA) Checklist

Agency Name:

Agreement Number:

Program (check one): CHVP CHVP SGF EXP CHVP INV CHVP ARP

Please check the box next to all submitted documents. **All documents must be submitted by email using the required naming convention on page 2.**

1. **AFA Checklist**
2. **Agency Information Form** | Excel version and signed PDF
3. **Attestation of Compliance with the Sexual Health Education Accountability Act of 2007** | signed PDF
4. **Indirect Cost Rate (ICR) Certification Form** | details methodology and components of the ICR for this funding. Please answer in the detail box how Indirect Costs are specifically broken out for CHVP ARP.
5. **Duty Statements (DS)** | for all staff of the applicable program and labeled according to the Organization Chart.
6. **Organization Chart(s)** | of the applicable program and the program's relationship to other services for women and children, the local health officer and overall agency.
7. **Scope of Work (SOW)** | complete and sign for FY22-24
8. **Subcontractor (SubK) Agreement Packages** | if applicable, for all SubKs of \$5,000 or more. Submit Subcontract Agreement Transmittal Form, brief explanation of the award process, subcontractor agreement or waiver letter
9. **Government Agency Taxpayer ID Form** | Form CDPH 9083, signed PDF

**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
MATERNAL, CHILD AND ADOLESCENT HEALTH (MCAH) DIVISION**

**FUNDING AGREEMENT PERIOD
FY 2022-2024**

AGENCY INFORMATION FORM

Agencies are required to submit an electronic and signed copy (original signatures only) of this form along with their Annual AFA Package.

Agencies are **required to submit information when updates occur** during the fiscal year. Updated submissions do not require certification signatures.

AGENCY IDENTIFICATION INFORMATION

Any program related information being sent from the CDPH MCAH Division will be directed to all Program Directors.

Please enter the agreement or contract number for each applicable program

[CHVP ARP 22-29](#)

Update Effective Date: _____ (only required when submitting updates)

Federal Employer ID#: 94-6000526

FISCAL ID#: 0000006820

Complete Official Agency Name: County of Nevada

Business Address: 500 Crown Point Circle, Suite 110, Grass Valley, CA 95945

Agency Phone: 530-265-1450

Agency Fax: 530-271-0894

Agency Website: www.mynevadacounty.com

**AGREEMENT FUNDING APPLICATION
POLICY COMPLIANCE AND CERTIFICATION**

Please enter the agreement or contract number for each of the applicable programs

[CHVP ARP 22-29](#)

Update Effective Date: _____ (only required when submitting updates)

The undersigned hereby affirms that the statements contained in the Agreement Funding Application (AFA) are true and complete to the best of the applicant's knowledge.

I certify that this Maternal, Child and Adolescent Health (MCAH) program will comply with all applicable provisions of Article 1, Chapter 1, Part 2, Division 106 of the Health and Safety code (commencing with section 123225), Chapters 7 and 8 of the Welfare and Institutions Code (commencing with Sections 14000 and 142), and any applicable rules or regulations promulgated by CDPH pursuant to this article and these Chapters. I further certify that all MCAH related programs will comply with the most current MCAH Policies and Procedures Manual, including but not limited to, Administration. I further certify that the MCAH related programs will comply with all federal laws and regulations governing and regulating recipients of funds granted to states for the California Home Visiting Program (CHVP) pursuant to the Social Security Act, Title V, Section 511 (42 U.S.C. §711), as amended by Section 2951 of the Patient Protection and Affordable Care Act of 2010 (P.L.111148). Reauthorization and appropriation for FY16 provided through Medicare Access and CHIP Reauthorization Act (P.L. 11410) Social Security Act, Title V, § 511(c) (42 U.S.C. § 711(c)), as amended by the Bipartisan Budget Act of 2018(P.L.115123), Title VI, Subtitle A. program CFDA# 93.870. I further agree that the MCAH related programs may be subject to all sanctions, or other remedies applicable, if the MCAH related program violates any of the above laws, regulations and policies with which it has certified it will comply.

Original signature of official authorized to commit the Agency to a CHVP Agreement

Signature line: _____

Name (Print): Ed Scofield

Title: Chair of Board of Supervisors Date: _____

Original Signature of MCAH Director

Signature line: _____

Name (Print): Charlene Weiss-Wenzl, BSN, RN, PHN, CLC

Title: Director of Public Health Nursing for MCAH Director Date: _____

CONTACT	FIRST NAME	LAST NAME	TITLE	AUTHORIZED TO SIGN?			PHONE	EMAIL ADDRESS	PROGRAM
				BUDGETS	INVOICES	IF YES SELECTED, SIGN			
AGENCY EXECUTIVE DIRECTOR	Erin	Mettler	Interim Director of Public Health	Yes	Yes		530-265-1732	erin.mettler@nevadacountyca.gov	CHVP
DIRECTOR of PH NURSING MCAH DIRECTOR	Charlene Jessica	Weiss-Wenzl Ferrer	Director of Public Health Nursing for MCAH DIRECTOR	Yes	Yes		530-265-7269	charlene.weiss-wenzl@nevadacountyca.gov	CHVP
PROJECT COORDINATOR	Jeana	McHugh	MCAH Coordinator	No	No		530-265-1491		CHVP
FISCAL OFFICER	Brie	Mendoza-Perez	Administrative Services Officer	Yes	Yes		530-265-1708	brie.mendoza-perez@nevadacountyca.gov	CHVP
FISCAL CONTACT	James	Kraywinkel	Accountant	Yes	Yes		530-470-2415	james.kraywinkel@nevadacountyca.gov	CHVP
CLERK OF THE BOARD or	Julie	Patterson-Hunter	Clerk of the Board of Supervisors	No	No		530-265-1481	julie.patterson-hunter@nevadacountyca.gov	CHVP
CHAIR BOARD OF SUPERVISORS	Ed	Scofield	Chair-Board of Supervisors	No	No		530-265-1480		CHVP
OFFICIAL AUTHORIZED TO COMMIT AGENCY	Ed	Scofield	Chair-Board of Supervisors	No	No		530-265-1480		CHVP

All payments from CDPH to the Contractor shall be sent to the following address:

REMITTANCE ADDRESS
Federal ID #: 94-6000526
FISCAL ID #: 0000006820
Contractor: County of Nevada
Attention: "Cashier"
Address: 500 Crown Point Circle, Suite 110, Grass Valley, CA 95945
Contract Number: CHVP ARP 22-29
Email: PH.Fiscal@nevadacountyca.gov

Either party may make changes to the information above by giving written notice to the other party.

Said changes shall not require an amendment to this agreement, but will require a new STD204 Payee Data Record or CDPH9083 Government Agency Taxpayer Form.

Exhibit K

**Attestation of Compliance with the
Sexual Health Education Accountability Act of 2007**

Agency Name: Nevada County Public Health Department

Agreement/Grant Number: CHVP SGF EXP 22b-29

Compliance Attestation for Fiscal Year: 2022-2024

The Sexual Health Education Accountability Act of 2007 (Health and Safety Code, Sections 151000 – 151003) requires sexual health education programs (programs) that are funded or administered, directly or indirectly, by the State, to be comprehensive and not abstinence-only. Specifically, these statutes require programs to provide information that is medically accurate, current, and objective, in a manner that is age, culturally, and linguistically appropriate for targeted audiences. Programs cannot promote or teach religious doctrine, nor promote or reflect bias (as defined in Section 422.56 of the Penal Code), and may be required to explain the effectiveness of one or more drugs and/or devices approved by the federal Food and Drug Administration for preventing pregnancy and sexually transmitted diseases. Programs directed at minors are additionally required to specify that abstinence is the only certain way to prevent pregnancy and sexually transmitted diseases.

In order to comply with the mandate of Health & Safety Code, Section 151002 (d), the California Department of Public Health (CDPH) Maternal, Child and Adolescent Health (MCAH) Program requires each applicable Agency or Community Based Organization (CBO) contracting with MCAH to submit a signed attestation as a condition of funding. The Attestation of Compliance must be submitted to CDPH/MCAH annually as a required component of the Agreement Funding Application (AFA) Package. By signing this letter, the MCAH Director or Adolescent Family Life Program (AFLP) Director (CBOs only) is attesting or “is a witness to the fact that the programs comply with the requirements of the statute”. The signatory is responsible for ensuring compliance with the statute. Please note that based on program policies that define them, the Sexual Health Education Act inherently applies to the Black Infant Health Program, AFLP, and the California Home Visiting Program, and may apply to Local MCAH based on local activities.

The undersigned hereby attests that all local MCAH agencies and AFLP CBOs will comply with all applicable provisions of Health and Safety Code, Sections 151000 – 151003 (HS 151000–151003). The undersigned further acknowledges that this Agency is subject to monitoring of compliance with the provisions of HS 151000–151003 and may be subject to contract termination or other appropriate action if it violates any condition of funding, including those enumerated in HS 151000–151003.

Exhibit K

**Attestation of Compliance with the
Sexual Health Education Accountability Act of 2007**

Signed

Nevada County Public Health Department

Agency Name

CHVP SGF EXB 22b-29

Agreement/Grant Number

Char Weiss-Wenzl

Digitally signed by Char Weiss-
Wenzl
Date: 2023.01.09 10:52:26 -08'00'

01/09/2023

Date

Signature of MCAH Director

Signature of AFLP Director (CBOs only)

Charlene Weiss-Wenzl, DPHN for MCAH Director

Printed Name of MCAH Director

*Printed Name of AFLP Director (CBOs
only)*

Exhibit K

Attestation of Compliance with the Sexual Health Education Accountability Act of 2007

CALIFORNIA CODES
HEALTH AND SAFETY CODE
SECTION 151000-151003

151000. This division shall be known, and may be cited, as the Sexual Health Education Accountability Act.

151001. For purposes of this division, the following definitions shall apply:

(a) "Age appropriate" means topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.

(b) A "sexual health education program" means a program that provides instruction or information to prevent adolescent pregnancy, unintended pregnancy, or sexually transmitted diseases, including HIV, that is conducted, operated, or administered by any state agency, is funded directly or indirectly by the state, or receives any financial assistance from state funds or funds administered by a state agency, but does not include any program offered by a school district, a county superintendent of schools, or a community college district.

(c) "Medically accurate" means verified or supported by research conducted in compliance with scientific methods and published in peer review journals, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, including, but not limited to, the federal Centers for Disease Control and Prevention, the American Public Health Association, the Society for Adolescent Medicine, the American Academy of Pediatrics, and the American College of Obstetricians and Gynecologists.

151002. (a) Every sexual health education program shall satisfy all of the following requirements:

(1) All information shall be medically accurate, current, and objective.

(2) Individuals providing instruction or information shall know and use the most current scientific data on human sexuality, human development, pregnancy, and sexually transmitted diseases.

(3) The program content shall be age appropriate for its targeted population.

(4) The program shall be culturally and linguistically appropriate for its targeted populations.

(5) The program shall not teach or promote religious doctrine.

(6) The program shall not reflect or promote bias against any person on the basis of disability, gender, nationality, race or ethnicity, religion, or sexual orientation, as defined in Section 422.56 of the Penal Code.

Exhibit K

Attestation of Compliance with the Sexual Health Education Accountability Act of 2007

(7) The program shall provide information about the effectiveness and safety of at least one or more drugs and/or devices approved by the federal Food and Drug Administration for preventing pregnancy and for reducing the risk of contracting sexually transmitted diseases.

(b) A sexual health education program that is directed at minors shall comply with all of the criteria in subdivision (a) and shall also comply with both the following requirements:

(1) It shall include information that the only certain way to prevent pregnancy is to abstain from sexual intercourse, and that the only certain way to prevent sexually transmitted diseases is to abstain from activities that have been proven to transmit sexually transmitted diseases.

(2) If the program is directed toward minors under the age of 12 years, it may, but is not required to, include information otherwise required pursuant to paragraph (7) of subdivision (a).

(c) A sexual health education program conducted by an outside agency at a publicly funded school shall comply with the requirements of Section 51934 of the Education Code if the program addresses HIV/AIDS and shall comply with Section 51933 of the Education Code if the program addresses pregnancy prevention and sexually transmitted diseases other than HIV/AIDS.

(d) An applicant for funds to administer a sexual health education program shall attest in writing that its program complies with all conditions of funding, including those enumerated in this section. A publicly funded school receiving only general funds to provide comprehensive sexual health instruction or HIV/AIDS prevention instruction shall not be deemed an applicant for the purposes of this subdivision.

(e) If the program is conducted by an outside agency at a publicly funded school, the applicant shall indicate in writing how the program fits in with the school's plan to comply fully with the requirements of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act, Chapter 5.6 (commencing with Section 51930) of the Education Code. Notwithstanding Section 47610 of the Education Code, "publicly funded school" includes a charter school for the purposes of this subdivision.

(f) Monitoring of compliance with this division shall be integrated into the grant monitoring and compliance procedures. If the agency knows that a grantee is not in compliance with this section, the agency shall terminate the contract or take other appropriate action.

(g) This section shall not be construed to limit the requirements of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act (Chapter 5.6 (commencing with Section 51930) of Part 28 of the Education Code).

(h) This section shall not apply to one-on-one interactions between a health practitioner and his or her patient in a clinical setting.

151003. This division shall apply only to grants that are funded pursuant to contracts entered into or amended on or after January 1, 2008.

CERTIFICATION OF INDIRECT COST RATE METHODOLOGY

Please list the Indirect Cost Rate (ICR) Percentage and supporting methodology for the contract or allocation with the California Department of Public Health, Maternal Child and Adolescent Health Division (CDPH/MCAH Division).

Date: 1/5/2023

Agency Name: Nevada County Public Health

Contract/Agreement Number: CHVP SGF EXP 22b-29

Contract Term/Allocation Fiscal Year: FY 2022-2024

1. NON-PROFIT AGENCIES/ COMMUNITY BASED ORGANIZATIONS (CBO)

Non-profit agencies or CBOs that have an approved ICR from their Federal cognizant agency are allowed to charge their approved ICR or may elect to charge less than the agency's approved ICR percentage rate.

Private non-profits local agencies that do not have an approved ICR from their Federal cognizant agency are allowed a maximum ICR percentage of 15.0 percent of the Total Personnel Costs.

The ICR percentage rate listed below must match the percentage listed on the Contract/Allocation Budget

 % Fixed Percent of:

Total Personnel Costs

2. LOCAL HEALTH JURISDICTIONS (LHJ)

LHJs are allowed up to the maximum ICR percentage rate that was approved by the CDPH Financial Management Branch ICR or may elect to charge less than the agency's approved ICR percentage rate. The ICR rate may not exceed 25.0 percent of Total Personnel Costs or 15.0 percent of Total Direct Costs. The ICR application (i.e. Total Personnel Costs or Total Allowable Direct Costs) may not differ from the approved ICR percentage rate.

The ICR percentage rate listed below must match the percentage listed on the Allocation/Contracted Budget.

25 % Fixed Percent of:

Total Personnel Costs

Total Allowable Direct Costs

CERTIFICATION OF INDIRECT COST RATE METHODOLOGY

3. OTHER GOVERNMENTAL AGENCIES AND PUBLIC UNIVERSITIES

University Agencies are allowed up to the maximum ICR percentage approved by the agency's Federal cognizant agency ICR or may elect to charge less than the agency's approved ICR percentage rate. Total Personnel Costs or Total Direct Costs cannot change.

 % Fixed Percent of:

- Total Personnel Costs (Includes Fringe Benefits)
- Total Personnel Costs (Excludes Fringe Benefits)
- Total Allowable Direct Costs

Please provide you agency's detailed methodology that includes all indirect costs, fees and percentages in the box below.

Total Dept Excludable	Total Direct	Total Indirect		
PERSONNEL				
Salaries	3,386,824.09	0.00	3,261,435.81	125,388.28
Benefits	1,987,790.49	8,128.05	1,694,589.22	285,073.22
TOTAL	5,374,614.58	8,128.05	4,956,025.03	410,461.50
OPERATING				
Duplication/Printing	17,470.00	0.00	16,075.92	1,394.08
Equipment Maintenance, Operations & Repairs	2,748.67	0.00	2,418.82	329.85
Facilities, Maintenance & Repairs	1,775.00	0.00	1,075.00	700.00
Rental Costs of Buildings and Equipment	22,767.00	0.00	22,767.00	0.00
Information Technology	137,208.50	0.00	17,185.50	120,023.00
Telecommunication Costs	53,545.28	0.00	47,993.32	5,551.96
Insurance	28,847.39	0.00	0.00	28,847.39
Memberships and Subscriptions	17,649.15	0.00	2,460.00	15,189.15
Fleet Charges	42,318.24	0.00	13,264.68	29,053.56
Travel	15,891.45	0.00	15,462.96	428.49
Office Supplies (Materials and Supplies)	906,853.89	596,022.00	307,909.37	2,922.52
Postage	11,750.27	0.00	7,591.46	4,158.81
Professional Services				
Contract	1,368,268.33	0.00	1,347,969.23	20,299.10
Personnel/Human Resources	19,703.48	0.00	3,938.97	15,764.51
Auditor/Controller	82.14	0.00	0.00	82.14
County Administrator	737,563.84	75,000.00	83,963.66	578,600.18

CERTIFICATION OF INDIRECT COST RATE METHODOLOGY

Agency Expenses	3,058,365.17	2,216,049.10	188,663.22	653,652.85
County Counsel	13,144.66	0.00	0.00	13,144.66
TOTAL	6,455,952.46	2,887,071.10	2,078,739.11	1,490,142.25
 OTHER				
Client Care and Support	200,859.82	0.00	200,859.82	0.00

Please submit this form via email to your assigned Contract Manager.

The undersigned certifies that the costs used to calculate the ICR are based on the most recent, available and independently audited actual financials and are the same costs approved by the CDPH to determine the Department approved ICR.

Printed First & Last Name: James Kraywinkel

Title/Position: Accountant

Signature: James Kraywinkel Digitally signed by James Kraywinkel
Date: 2023.01.05 14:47:25 -08'00' Date: _____

MATERNAL CHILD ADOLESCENT HEALTH / CHVP PROGRAM

NEVADA COUNTY

Duty Statement - Director of Public Health Nursing - SPMP (Budget line #1)

Administration

Maintains oversight of the County's MCAH and CHVP Programs

Assists individuals eligible for Medi-Cal to enroll in the Medi-Cal program or assists individuals enrolled in Medi-Cal to access providers, care or services

Examples:

- Provides consultation to SPMP staff in other agencies/programs about specific medical conditions within their client population;
- Provides technical assistance to other agencies/programs that interface with the medical care needs of clients;
- Assists in health care planning and resource development with other agencies, which will improve the access, quality and cost-effectiveness of the health care delivery system and availability of Medi-Cal medical and dental referral sources;
- Assesses the effectiveness of inter-agency coordination in assisting clients to access health care services in a seamless delivery system;
- Provides training which improves the medical knowledge and skill level of SPMP medical staff that directly relates to the performance of the person's allowable SPMP administrative activities.

Provides support and consultation to the MCAH Director or Coordinator on a regular and as-needed basis

Works with the MCAH Director or Coordinator regarding MCAH and CHVP program needs, including assessments, goals and objectives, staffing, and training

Works with program and fiscal staff in developing the budget for MCAH, CHVP, Project LAUNCH

Collaborates with MCAH Director or Coordinator and executive and management staff of CHVP to implement and monitor MCAH and CHVP SOW

Leads and/or participates in the Community Advisory Board (CAB) for CHVP

Leads and/or participates in the Child Death Review Team (CDRT)

Attends and participates in MCAH and CHVP meetings, trainings, and education events

Attends program and non-program related community meetings and collaborates with interagency groups

Apprises the MCAH Director or Coordinator of changes in agency directives and policy

This position must be filled by a qualified SPMP.

MATERNAL CHILD ADOLESCENT HEALTH PROGRAM

NEVADA COUNTY

Duty Statement – MCAH Director – Sr. Public Health Nurse (Budget line #2)

Maintains oversight of the County's MCAH Program

Provides program direction for MCAH goals, objectives and works with MCAH staff to accomplish such.

Using SPMP expertise identifies and defines problems and establishes priorities for action, based on measurable, realistic, and attainable goals.

Plans, implements, evaluates, coordinates, and manages MCAH services in the local jurisdiction.

Using SPMP expertise, develops policies, procedures, and protocols for the MCAH program and provides educational in-services to LHJ MCAH, WIC, Social Services and CHVP staff, as needed.

Maintains and reports MCAH activity statistics and other pertinent data specific to MCAH.

Reviews MCAH services and provides Technical Assistance and Quality Assurance activities within the parameters of MCAH practice.

Reports to and works in conjunction with the Director of Public Health Nursing

Represents the County Health Department at MCAH Director's meetings, and participates in statewide planning, advisory and regional boards.

Using SPMP expertise to engage community partners in addressing social determinants of health and encourage participation and support of public health and policy efforts to improve the health of Medi-Cal populations.

Works collaboratively with local community groups, county and non-profit agencies, and individuals to plan and implement solutions to promote improved access to community and provider resources and services, along with joint programs or projects to address mutually agreed upon service gaps and barriers.

Using SPMP expertise, acts as a liaison on medical aspects of MCAH program with providers and other agencies providing medical care.

Participates in the Child Death Review Team

Serves as the LHJ Sudden Infant Death (SIDS) Coordinator.

Provides community and first-responder SIDS education and ongoing grief services to SIDS families.

Participates in the hiring of MCAH personnel and provides orientation to newly hired staff members.

Supervises MCAH PHN home visiting staff, assessing case management and home visiting program

Assists those currently enrolled in Medi-Cal in accessing services, and aids individuals and families eligible for Medi-Cal in the referral process and accessing Medi-Cal providers, care and/or services.

Using SPMP expertise, provides assessments, referrals, and case coordination with partnering agencies, to address the ongoing needs of CYSHCN's.

Receives calls from the county's 24-hour toll-free MCAH telephone line and responds to callers by the next business day to provide referrals to community health and human resources.

Develops the annual MCAH AFA according to state policies and procedures and assesses other needs of Nevada County's MCAH population, not addressed in the plan.

Prepares the annual MCAH Scope of Work (SOW) and work plan from the State's goals and objectives through identified county needs.

Responsible for developing and submitting to the state reports of the county MCAH activities and participates in preparing the annual program budget.

Participates in the CHVP system of care improvement activities in the LHJ, to build local capacity to promote positive outcomes for children and families in the LHJ.

Coordinates with the Director of Public Health Nursing and participates in the CHVP Community Advisory Board (CAB), through quarterly meetings, and assists in development, implementation and reporting of agenda items to improve systems of care for early childhood.

Develops, in collaboration with the Director of Public Health Nursing, community partnerships and relationships and establishes appropriate MOUs with community partners to strengthen referrals, service integration, and continuity of care.

Serves as Program Coordinator, referral, and reporting agent for the Moving Beyond Depression program of Every Child Succeeds, Cincinnati, Ohio. Trained & licensed therapists provide in-home Cognitive Behavioral Therapy in partnership with a home visitation program for women experiencing perinatal depression.

Assists with development and distribution of listing of community referrals.

This position must be filled by a qualified SPMP.

MATERNAL CHILD ADOLESCENT HEALTH PROGRAM / CHVP PROGRAM

NEVADA COUNTY

Duty Statement - MCAH Coordinator - Public Health Nurse I/II (Budget line #3)

Under the program direction of the MCAH Director, designs and carries out strategies that assess the needs, and plans for systems of care that will benefit the high-risk perinatal population.

Using SPMP expertise, initiates and maintains outreach to the high-risk pregnancy and parenting population in Nevada County which includes case finding, case coordination, referrals to needed services and follow up.

Assists and provides referrals to individuals and families, eligible for Medi-Cal, in the referral process and accessing Medi-Cal providers, care and/or services.

Assists individuals currently enrolled in Medi-Cal in accessing Medi-Cal services.

Through home visiting and telephone calls, provide case management for high risk mothers, infants, and children to ensure access to providers of care and other essential services.

Using SPMP expertise, provides assessments, referrals, and case coordination, along with partnering agencies, to address the ongoing needs of CYSHCN's.

Participates in interdisciplinary team meetings with the CPSP program providers and other related care providers.

Acts as an SPMP resource for other programs within the County serving the high-risk population.

Gathers statistical information which is utilized in performing an ongoing assessment of the pregnant and parenting population using drugs, alcohol, and tobacco.

Provides SPMP nursing consultation and technical assistance to other Human Services Departments and CBO's serving the pregnant population.

Using SPMP expertise to engage community partners in addressing social determinants of health and encourage participation and support of public health and policy efforts to improve the health of Medi-Cal populations.

Using SPMP knowledge, participates in planning for the provision of services, case conferencing and multidisciplinary teams.

Partners with professional therapists to provide the Moving Beyond Depression in-home cognitive behavioral therapy (IH-CBT) program to mothers meeting eligibility criteria. This service is performed in conjunction with MCAH home visiting services.

Provides anticipatory guidance to clients with daily living needs that require the specialized training and services of a public health nurse.

Participates in program planning, involvement in goal setting, objectives and evaluation tools, that measure outcomes.

Provides supervision of staff working in the MCAH program as necessary.

Performs office functions as necessary.

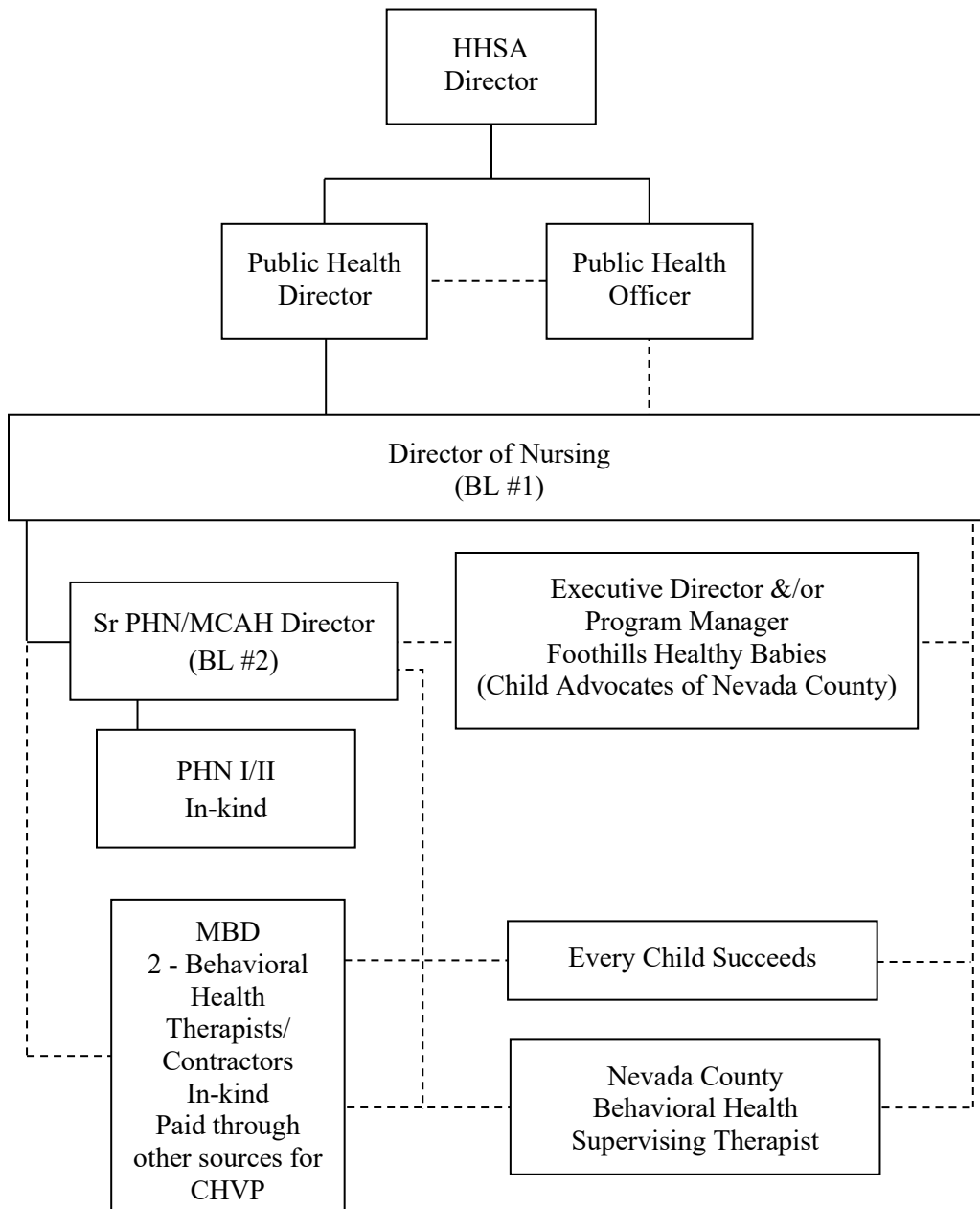
Attends professional trainings as appropriate.

This position must be filled by a qualified SPMP.

NEVADA COUNTY PUBLIC HEALTH

2022/24

MATERNAL CHILD AND ADOLESCENT HEALTH/ CALIFORNIA HOME VISITING PROGRAM ORGANIZATIONAL CHART



Contract/LIA Name Scope of Work
 California Home Visiting Program – MIECHV ARP
 Award #

**California Home Visiting Program (CHVP)
 Maternal, Infant, and Early Childhood Home Visiting (MIECHV)
 American Recovery Plan (ARP) Act Funding for Home Visiting (Round 2)
 Scope of Work (SOW)**

This one-time funding is being made available under section 9101 of the American Rescue Plan (ARP) Act, P.L. 117-2, to entities that currently receive Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program funding to address the needs of expectant parents and families with young children during the COVID-19 public health emergency, through September 30, 2024.

Under Goal 1, please select the categories your Local Implementing Agency will be implementing. You must select at least one category. If a category is selected, LIA must perform all activities and submit all deliverables to CHVP.*

Goal 1: Under ARP section 9101, LIAs may use the funding for any of the following purposes:			✓
1.	Hazard pay or other staff costs	For hazard pay or other additional MIECHV staff costs associated with providing home visits or administration for programs	<input checked="" type="checkbox"/>
2.	Home visitor training	To develop, conduct, and assess training of MIECHV home visitors who are employed by the recipient or subrecipient	<input checked="" type="checkbox"/>
3.	Technology	To acquire the necessary technological means, for MIECHV enrolled families, to support virtual home visiting address digital access and equity concerns	<input type="checkbox"/>
4.	Emergency supplies	To provide emergency supplies to MIECHV enrolled families. If you choose to budget funds for family emergency supplies, you are required to coordinate with local diaper banks to the extent possible.	<input type="checkbox"/>
5.	Diaper bank coordination	To provide MIECHV enrolled families with emergency supplies from diaper banks, through reimbursement to, or purchase from, diaper banks when feasible	<input type="checkbox"/>
6.	Prepaid grocery cards	To provide prepaid grocery cards to a MIECHV enrolled family for the purpose of meeting the emergency needs of the family	<input checked="" type="checkbox"/>

Contract/LIA Name Scope of Work
 California Home Visiting Program – MIECHV ARP
 Award #

**California Home Visiting Program (CHVP)
 Maternal, Infant, and Early Childhood Home Visiting (MIECHV)
 American Recovery Plan (ARP) Act Funding for Home Visiting (Round 2)
 Scope of Work (SOW)**

	Activities	Responsible Parties	Deliverables*
1.	<p>Hazard pay or other staff costs.</p> <p>a. Fund hazard pay or other additional staff costs associated with providing home visits or administration for programs, including the following staff:</p> <ul style="list-style-type: none"> • MIECHV-funded LIA staff conducting home visiting (e.g., MIECHV home visitors, MIECHV home visiting supervisors who carry home visiting caseloads) • Other MIECHV-funded LIA staff (staff not directly responsible for service delivery) <p>*Includes, but is not limited to, costs such as hazard pay, incentive bonuses, overtime pay, and technology for MIECHV staff performing grant duties in support of service delivery while teleworking.</p>	LIA MCAH/ CHVP Director or designee	<p>Using CHVP-provided template, report quarterly on:</p> <ul style="list-style-type: none"> - Number of people receiving hazard pay/other staff costs - Description of activities being performed for hazard pay/other staff costs - All other activities related to hazard or other staff costs - Number of home visitors receiving technology
2.	<p>Home visitor training.</p> <p>a. Develop a process for identifying and prioritizing target audiences, training needs, relevant topics for training of home visiting staff and/or CHVP MIECHV-funded/enrolled families.</p> <p>b. Develop, conduct, and assess training of home visitors that are employed by the recipient in: conducting a virtual home visit; emergency preparedness and response planning for families; safely conducting intimate partner violence screenings; or safety and planning for families served to improve family outcomes in the MIECHV benchmark areas.</p>	LIA MCAH/ CHVP Director or designee	<p>Using CHVP-provided template, report quarterly on:</p> <ul style="list-style-type: none"> - Name of training - Purpose/description of training - Date of training - Number of home visitors participating in training - All other activities related to home visitor training

Contract/LIA Name Scope of Work
 California Home Visiting Program – MIECHV ARP
 Award #

**California Home Visiting Program (CHVP)
 Maternal, Infant, and Early Childhood Home Visiting (MIECHV)
 American Recovery Plan (ARP) Act Funding for Home Visiting (Round 2)
 Scope of Work (SOW)**

3.	<p>Technology.</p> <ul style="list-style-type: none"> a. Develop and implement a process to assess how technology needs are identified, prioritized, and addressed for CHVP MIECHV-funded/enrolled families. b. Acquire the necessary technological means, for CHVP MIECHV-funded home visiting enrolled families, to support virtual home visiting. 	LIA MCAH/ CHVP Director or designee	Using CHVP-provided template, report quarterly on: <ul style="list-style-type: none"> - Hardware or software acquired - Process utilized to identify and prioritize families - Number of families receiving technology
4.	<p>Emergency supplies.</p> <ul style="list-style-type: none"> a. Develop and implement a process for identifying need for supplies and distributing emergency supplies to CHVP MIECHV-funded/enrolled families. b. Provide emergency supplies (such as diapers and diapering supplies including diaper wipes and diaper cream, necessary to ensure that a child using a diaper is properly cleaned and protected from diaper rash, formula, food, water, hand soap and hand sanitizer) to CHVP MIECHV-funded/enrolled families. If you choose to budget funds for emergency supplies, you are required to coordinate with local diaper banks to the extent practicable. 	LIA MCAH/ CHVP Director or designee	Using CHVP-provided template, report quarterly on: <ul style="list-style-type: none"> - Total number of emergency supply items purchased - Type and number of emergency supply items purchased and distributed - Number of families receiving emergency supplies
5.	<p>Diaper bank coordination.</p> <ul style="list-style-type: none"> a. Identify diaper bank partners. b. Develop/identify a process for supply referrals and distribution to CHVP MIECHV-funded/enrolled families. c. Provide CHVP MIECHV-funded/enrolled families with emergency supplies from diaper banks, through reimbursement to, or purchase from, diaper banks. 	LIA MCAH/ CHVP Director or designee	Using CHVP-provided template, report quarterly on: <ul style="list-style-type: none"> - Diaper Bank Agreements - Number of families served through agreement

Contract/LIA Name Scope of Work
 California Home Visiting Program – MIECHV ARP
 Award #

**California Home Visiting Program (CHVP)
 Maternal, Infant, and Early Childhood Home Visiting (MIECHV)
 American Recovery Plan (ARP) Act Funding for Home Visiting (Round 2)
 Scope of Work (SOW)**

8.	<p>Prepaid grocery cards.</p> <ul style="list-style-type: none"> a. Develop and implement a process to assess how grocery card needs are identified, prioritized, and addressed for CHVP MIECHV-funded/enrolled families. b. Provide prepaid grocery cards to an eligible family participating in the MIECHV program for the purpose of meeting the emergency needs of the family. 	LIA MCAH/ CHVP Director or designee	Using CHVP-provided template, report quarterly on: <ul style="list-style-type: none"> - Number of prepaid grocery cards purchased - Frequency of distribution of grocery cards to families - Process utilized to identify and prioritize families - Number of families receiving prepaid grocery cards
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Contract/LIA Name Scope of Work
 California Home Visiting Program – MIECHV ARP
 Award #

**California Home Visiting Program (CHVP)
 Maternal, Infant, and Early Childhood Home Visiting (MIECHV)
 American Recovery Plan (ARP) Act Funding for Home Visiting (Round 2)
 Scope of Work (SOW)**

Goal 2: LIAs must ensure appropriate, allowable, and allocable use of ARP funds:			
	Activities	Responsible Parties	Deliverables*
1.	LIAs must complete the attached CHVP ARP Category Budget Breakdown Template and submit it, via e-mail, to CA-MCAH-HomeVisiting@cdph.ca.gov within 10 days of agreement execution	LIA MCAH/ CHVP Director or designee	Submission of CHVP ARP Category Budget Breakdown within 10 days of agreement execution.
2.	Ensure that ARP funds are only used to support CHVP MIECHV-funded staff and CHVP MIECHV-funded/enrolled families/participants.	LIA MCAH/ CHVP Director or designee	Quarterly submission of process used to ensure funds are used only on CHVP MIECHV-funded staff and home visiting participants using CHVP-provide templates and guidance.
3.	Collect pertinent data and information regarding use of ARP funds using CHVP-approved forms, guidance and mechanisms and report to CHVP regularly and upon request.	LIA MCAH/ CHVP Director or designee	Quarterly submission of data in SharePoint and upon request using CHVP-provided templates and guidance.
4.	Maintain appropriate records and documentation to support the charges against the Federal awards.	LIA MCAH/ CHVP Director or designee	Quarterly submission of records and documentation to support the charges upon request using CHVP-provided templates and guidance.

Contract/LIA Name Scope of Work
 California Home Visiting Program – MIECHV ARP
 Award #

**California Home Visiting Program (CHVP)
 Maternal, Infant, and Early Childhood Home Visiting (MIECHV)
 American Recovery Plan (ARP) Act Funding for Home Visiting (Round 2)
 Scope of Work (SOW)**

5.	Continue to give priority in providing services to Priority Populations impacted by COVID-19.	LIA MCAH/ CHVP Director or designee	Quarterly submission of process developed to ensure funds are used on priority populations impacted by COVID-19 using CHVP-provided templates and guidance
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NOTE: If compliance standards are not met in a timely manner, CHVP may place an LIA on an Extra Support Plan (ESP). In addition, CHVP may temporarily withhold cash payment pending correction of the deficiency; disallow all or part of the cost of the activity or action out of compliance; wholly or partly suspend or terminate the award; or withhold further awards.

Contract/LIA Name Scope of Work
 California Home Visiting Program – MIECHV ARP
 Award #

**California Home Visiting Program (CHVP)
 Maternal, Infant, and Early Childhood Home Visiting (MIECHV)
 American Recovery Plan (ARP) Act Funding for Home Visiting (Round 2)
 Scope of Work (SOW)**

*All MIECHV ARP data must be reported in SharePoint as required using CHVP templates and guidance. LIAs must submit based on the reporting timeline below.

Fiscal Year	Reporting Quarter	Data Collection Period	Report Submission Period
2023	Q2	January 1-March 31, 2023	April 10, 2023
2023	Q3	April 1-June 30, 2023	July 10, 2023
2023	Q4	July 1-September 30, 2023	October 10, 2023
2023	Q1	October 1-December 31, 2023	January 10, 2024
2024	Q2	January 1-March 31, 2024	April 10, 2024
2024	Q3	April 1-June 30, 2024	July 10, 2024
2024	Q4	July 1-September 30, 2024	October 10, 2024

APPROVED
By Char Weiss-Wenzl at 2:34 pm, Apr 12, 2023

SUBCONTRACT AGREEMENT TRANSMITTAL FORM

Complete and submit this Subcontract Agreement Transmittal Form to obtain California Department of Public Health (CDPH), Maternal, Child and Adolescent Health (MCAH) Division Subcontract approval.

REQUIREMENT: If the total subcontract amount over the term of the subcontract is \$5,000 or more, a Subcontract Agreement Package must be submitted for approval to CDPH MCAH Division prior to the Subcontract/Agency Agreement being signed by either party, unless this prior approval requirement is waived in writing by CDPH MCAH Division.

The following items are needed as additional components to complete the Subcontract Agreement Package:

1. A brief (one page or less) explanation of the award process including all information necessary to evaluate the reasonableness of the price or cost and the necessity or desirability of incurring such cost, if applicable. (See contract Exhibit D (3)).
2. Subcontract Agreement Package consisting of:
 - Subcontract Agreement Transmittal Form
 - Subcontractor/Agency Agreement or copy of waiver letter
 - Proposed Scope of Work (CDPH MCAH Division format is required except for service contracts)
 - Budget (CDPH MCAH Division format is mandatory unless optional format is approved by CM)
 - Detailed Budget Justification

AGENCY IDENTIFICATION

Agency Name: Nevada County Public Health Department

Agreement Number: CHVP ARP 22-29 Rn2 Agreement Term: 7/1/2022 - 9/30/2024

Program Name: MCAH BIH AFLP CHVP

Approved Program Maximum Amount Payable: \$203,276.00

Program Director/Coordinator: Charlene Weiss-Wenzl

SUBCONTRACTOR IDENTIFICATION

Subcontractor or Consultant Name: Child Advocates of Nevada County

Address: 208 Providence Mine Rd., Suite 119 Nevada City, CA 95959

Subcontractor Contact: Sue Van Wazer Phone Number: 530-265-9550 x233

Total Subcontract Amount: \$203,276.00

Is Subcontract: Single Year Agreement Multiple Year Agreement

If multiple year term, what is the entire term of Subcontract (i.e., 2012-2016): N/A

Current Fiscal Year (FY) Subcontract Amount: \$XX,XXX

Current FY Subcontract Period: XX/XX/XX - XX/XX/XX

Federal ID Number or Social Security Number: 68-0317841

Subcontractor's Program Director (N/A for consultants): Sue Van Wazer

Phone Number: (530) 265-9550 x233

Type of Subcontractor:

For-profit Organization

Non-profit Organization

University

Governmental Agency

The Agency certifies that, for the above named subcontractor, all applicable terms and conditions are included within the subcontract.

Agency Signature:

Erin Mettler Digitally signed by Erin Mettler
Date: 2023.04.11 13:30:01 -07'00'

Title:

Interim Public Health Director

Print Name:

Erin Mettler, MA

Date:

CHILD ADVOCATES OF NEVADA COUNTY JOB DESCRIPTION

Position: **Healthy Babies (HB) Program**
 Home Visitor (HV), (location) site

Compensation: **\$23; ____ full-time, exempt XX hours;**
 ____ part-time, non-exempt, XX hours
 9/80 Schedule, every other Friday off, if full time

Minimum Requirements:

Minimum of a high school diploma or equivalent • experience in working with or providing services to children and families • an ability to establish trusting relationships • acceptance of individual differences • experience and humility to work with culturally diverse families • knowledge of infant and child development • willing to engage in building reflective capacity (e.g., capacity for introspection, communicating awareness of self in relation to others, recognizing the value of supervision, etc.) • infant mental health endorsement preferred (if available in the state; if unsure, you can find out on the IMH website).

Definition:

Under the direction of the Supervisor, the Home Visitor (HV) conducts outreach in the assigned Nevada County area (either Truckee office or Nevada City office). Carries a caseload of participants enrolled in the HB home visiting program and conducts home visits and assessments with assigned families. The HV will provide families with a parenting and development curriculum, provide child development support, identify strengths, assist parents to develop a strong parent/child bond, help parents to set and meet goals, and provide resources. This position also reserves a few hours in the schedule as needed for family assessment work.

\$1,000 bonus after completion of probation for Bilingual in Spanish.

Duties:

1. Provides a variety of case management services to the families based on the level of need for the individual family.
2. Assists families with goal setting and supporting them to reach their goals.
3. Provides interactive, engaging activities (from curriculum) to promote parent/child interaction.
4. Assists the family in establishing a medical home and keeping immunization and well-baby appointments.
5. Documents every home visit in a timely manner adhering to policies and HFA standards.
6. Conducts developmental screenings for all assigned children; and other assessments as required (training provided).

7. Performs related duties as required.
8. Attends all mandatory meetings and trainings as assigned.
9. Abides by all program policies and procedures, HFA and State requirements.
10. Provides outreach activities to engage or re-engage families. Assists families in locating, accessing, and utilizing existing community services and resources.
11. Attends weekly reflective supervision sessions with supervisor and is prepared with questions related to delivering the best services to families.
12. Submits all necessary forms to Supervisor required by partners, funders, and *Healthy Families America* (HFA).
13. Completes all necessary confidentiality and family rights paperwork upon family enrollment. Maintaining and promoting a sense of teamwork. Representing the *Healthy Babies* Program in a positive, professional manner at all times.
14. Works collaboratively with coworkers and Supervisor during family assignments.
15. Maintains client confidentiality.
16. Adheres to and maintains professional boundaries.
17. Performs related duties as assigned and requested to meet the needs of the program and team.

Additional Qualifications:

Knowledge of word processing and Microsoft products; ability to compile data for written and oral reports; ability to give small presentations representing the agency and the program in community meetings. Some experience in assessment process and scoring, recording of information, conducting interviews, problem solving skills and techniques, handling crisis intervention matters, and using proper referral procedures. Ability to establish rapport easily, outgoing, friendly and non-judgmental, user of active listening skills.

Conditions of Employment:

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must allow access to DMV record through the Pull Notice Program. Must be fully vaccinated against the Covid-19 virus. Employee must be able to legally drive a motor vehicle, have a currently registered car, a valid driver license and proof of valid automobile insurance. Ability to operate standard office equipment; ability to lift 25 pounds, bend, move and sit on the floor to interact with infants and children as needed.

Position is dependent on continued funding.

Child Advocates of Nevada County is Equal Opportunity Employer

Signature page for full-time Home Visitor position.

This job description provided above for the position of Home Visitor is read and understood by the following signees. The employee signature below indicates acceptance and agreement to adhere to the duties presented in this job description.

Print Name of Employee	Date
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Signature of Employee	Date
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Print Name of Supervisor	Date
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Signature of Supervisor	Date
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Healthy Babies

ADMINISTRATIVE and Reporting ASSISTANT

JOB DESCRIPTION

Brief Description:

The position reports to the Program Manager (PM) in Healthy Babies (HB) and includes providing administrative and clerical services to ensure effective and efficient operations. Additionally, this position runs reports for the HB program and may assist the agency with events and as needed.

Compensation: This position pays \$23/hr. Hours were determined as 30 per week, and may go up to 32 hours per week. This is a nonexempt position.

Duties: This position will be in the office 3 days a week.

- Maintain Healthy Babies office space for organization. Work with the team on donation locations and keep storage spaces organized and inventoried.
- Data entry into ETO system of assessments and related intake logs, including tracking training.
- Track donations, write thank you notes as necessary, and report on donations provided to families.
- Answer the phone, the door, and relay messages.
- Communicate with the Property Management Company regarding any facility space issues such as, changing light bulbs, changing air filters, parking the van, concerns, etc.
- Order supplies and forms as directed by the PM. Receive deliveries. Be available for shred pick-up and vendor services, such as, the copier.
- Run reports for the HB program from the ETO system as requested. Assist with monthly/quarterly, and annual reporting.
- Attend events for promotion and networking.
- Social media proficiency for page updates and posts.

Qualifications, Requirements, and Expectations:

- High School diploma or equivalent
- Experience with reports, running reports, working with data
- Knowledge of Microsoft products is essential: Outlook, Word, Excel
- Ability to give full attention to requests, look for ways to help others, follow directions and instructions, and ask questions as needed to complete tasks
- Ability to shift or pivot to new tasks or a new direction on a task as needed

Healthy Babies

ADMINISTRATIVE and Reporting ASSISTANT

- Keep files and program participant information confidential, never sharing information outside of the program or agency.

Conditions of Employment:

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must submit a D.M.V. driving record report. Employee must have a cell phone, a car, a valid driver's license, and proof of automobile insurance.

Position is dependent upon continued funding.

Child Advocates of Nevada County is Equal Opportunity Employer

This job description provided above for the position of Administrative and Reporting Assistant is read and understood by the following signees. The employee signature below indicates acceptance and agreement to adhere to the duties presented in this job description.

Print Name of Employee	Date
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Signature of Employee	Date
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Print Name of Supervisor	Date
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Signature of Supervisor	Date
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CHILD ADVOCATES OF NEVADA COUNTY JOB DESCRIPTION

Position: **Healthy Babies (HB) Program
Family Assessment Worker (FAW)**

Compensation **\$22.37 for assessments- 40 hours per week;
Non-Exempt**

Definition: Under the direction of the Supervisor, the Family Assessment Worker (FAW) conducts outreach in the Nevada City and Grass Valley communities, provides family assessments identifying strengths, and prepares the Family Service Plan, preparing the family for a home visitor.

Family Assessment (FAW) Duties:

Collects and scores all screens/questionnaires and determines eligibility. Conducts family assessment interviews in the home, office, or another environment conducive to the family while relying on memory and notes to capture the details of the meeting. Writes complete and thorough interview summations; scores summations and submits to the Supervisor for review in a timely manner. Becomes familiar and current with all available family resources in Nevada County.

1. Assists in the development and maintenance of program referral networks with local community providers and partners.
2. Determines and provides appropriate service referrals and program information for enrolled families.
3. Works with Home Visitors to review assessment outcomes in conjunction with the Supervisor as appropriate.
4. Helps to coordinate and assist with family socialization activities and events.
5. Performs related duties as required.

Minimum Employment Qualifications:

Candidates must have a minimum of a high school diploma. A Bachelor’s degree, or education in Social Work, Psychology, Counseling or other related Social Service field from an accredited college or university is preferred; and two years of experience working with clients in a community-based setting is preferred.

Additional Qualifications:

Knowledge of word processing; ability to compile data for written and oral reports; ability to give presentations representing the agency and the program. Experience in assessment process and scoring, recording of information, conducting interviews, problem solving skills and techniques, handling crisis intervention matters, and using

**CHILD ADVOCATES OF NEVADA COUNTY JOB
DESCRIPTION**

proper referral procedures. Ability to establish rapport easily, outgoing, friendly and non-judgmental, user of active listening skills.

Conditions of Employment:

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must allow access to DMV record through the Pull Notice Program. Employee must be able to legally drive a motor vehicle, have a currently registered car, a valid driver license and proof of valid automobile insurance. Ability to operate standard office equipment; ability to lift 25 pounds, bend, move and sit on the floor to interact with infants and children as needed.

Position is dependent on continued funding.

Child Advocates of Nevada County is Equal Opportunity Employer

This job description provided above for the position of Family Assessment Worker is read and understood by the following signees. The employee signature below indicates acceptance and agreement to adhere to the duties presented in this job description.

Print Name of Employee _____
Date

Signature of Employee _____
Date

Print Name of Supervisor _____
Date

Signature of Supervisor _____
Date

**CHILD ADVOCATES OF NEVADA COUNTY
JOB DESCRIPTION**

Position: Foothills Healthy Babies/Truckee Healthy Babies
Healthy Babies (HB) Lead Supervisor

Compensation: \$42,000- \$46,000 annual; Exempt Position

Definition: Under the direction of the Program Manager, the Supervisor shall provide supervision, coaching and support for the Family Support Workers and the Family Assessment Worker. This includes reflective supervision, monitoring of case loads, quality assurance on all program levels and to act as a substitute for staff that may be unable to perform their regular assignments. This is an Exempt position.

Examples of Duties:

Acts as the Supervisor by:

- a. Attending all mandatory meetings and trainings as assigned.
- b. Providing reflective supervision once a week for 1.5-2 hours with Family Support Workers and Family Assessment Worker while supporting all direct service staff in their professional growth and learning.
- c. Monitoring all Family Support Worker's case loads and documenting all supervisory interactions.
- d. Reviewing family files for quality assurance.
- e. Monitoring data in data systems every month.
- f. Documenting and monitoring of assigned program standards.
- g. Being immediately available to staff for crisis interventions and emergencies.
- h. Promoting Foothills Healthy Babies and Truckee Healthy Babies throughout the community by attending networking meetings.
- i. Working collaboratively with partner agencies and establishing strong partner relationships.
- j. Attending all regular staff meetings.
- k. Helping to coordinate and assist with family socialization activities and events.
- l. Performing assessments and home visit services as needed.
- m. Providing assistance to Family Support Workers and their assigned families as needed.
- n. Meeting with Program Manager regularly for reflective supervision and to report on Family Support Workers and overall program progress and performance.
- o. Monitoring and supporting the completion of all screens and assessments administered and/or scored by the Family Assessment Worker.
- p. Reviewing all completed assessments and ensuring appropriate assignments to Family Support Workers.
- q. Monitoring and supporting the referral of non-enrolled families to partner agencies by the Family Assessment Worker.

Line Item #10 & 20

- r. Monitoring the coordination and attendance of all necessary staff trainings.
- s. Conducting scheduled performance evaluations for Family Support Workers and Family Assessment Worker.
- t. Provide support regarding approval of timecards, vacation requests and sick days.
- u. Performing related duties as assigned.
- v. Attends all HFA trainings.
- w. Maintains client confidentiality and abides by all program protocols.

Minimum Employment Qualifications:

Preference given to candidates who have a Master's degree in Social Work, Psychology, Nursing, Counseling or other related Social Service field from an accredited college or university. Preference given to Candidates with five years experience, two years of which must be in a supervisory position, working in programs that serve families in a community based or public agency that provides home visitation or family support service. Additional experience may be substituted for Master's degree. BA degree required or 5 years prior experience in a HFA program, including 2 years supervisory experience. Ability to operate standard office equipment; ability to lift 25 pounds; ability to legally drive a motor vehicle.

Conditions of Employment:

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must submit a D.M.V. driving record report. Employee must have a registered car, a valid driver's license, and proof of automobile insurance. Position is dependent on continued funding.

**CHILD ADVOCATES OF NEVADA COUNTY
JOB DESCRIPTION**

Position: **Healthy Babies (HB) Program Manager**

Salary Range \$65,000-70,000 Depending on Experience

Definition: Under the direction of the Child Advocates of Nevada County Executive Director, the Program Manager shall be responsible for a full range of management level support to guide and promote the Healthy Families America (HFA) Home Visitation program, ensuring fidelity to the evidence-based program model. This will include contract and program compliance, data collection and reporting, collaboration and outreach with private and public entities, supervision and quality assurance of HB staff and program outcomes at the Nevada City and Truckee sites. Program Manager will coordinate extensively with Nevada County Public Health Department's Maternal Child Adolescent Health Director/Coordinator. This is a full-time exempt position and is dependent on grant funding.

Examples of Duties:

- a. Works collaboratively with MCAH Director/Coordinator, community partners including and funders to monitor and ensure program progress and success.
- b. Designs and implements HB policy and procedures as prescribed in the HFA Best Practice Standards (BPS) and revises and updates in the HFA/HB Policy & Procedure Manual.
- c. Ensures accreditation and program standards are met as prescribed in the HFA BPS.
- d. Organizes trainings and in-services for HB staff as mandated by HFA guidelines.
- e. Conducts outreach to promote HB with prenatal providers and other family support programs.
- f. Coordinates and conducts program staff meetings.
- g. Collects and analyzes program data and outcomes in collaboration with Quality Assurance Technician.
- h. Completes all monthly, quarterly and yearly reports for funders and Board of Directors.
- i. Establishes and maintains MOUs and effective partnerships with medical providers and partner agencies.
- j. Provides coverage for assessments and supervision as necessary.
- k. Conducts supervision with program supervisor(s) as needed but at least monthly.
- l. Oversees quality assurance process of family files.
- m. Directly supervises Healthy Babies Program Supervisor(s) and Quality Assurance Technician.
- o. Co-Chairs quarterly HB Community Advisory Board with Maternal Child Adolescent Health Director.
- p. Provides fiscal management and oversight for all HB activities in collaboration with Child Advocates Bookkeeper.

- q. Promotes, develops and models a sense of teamwork among staff.
- r. Reports regularly to the Child Advocates Executive Director.
- t. Maintains, models, and enforces all aspects of client confidentiality policies.
- u. Attends all HFA core trainings as required by HFA standards.
- v. Other related duties as assigned by Executive Director.

Minimum Employment Qualifications:

Candidates must have a minimum of a Master’s degree in Social Work, Psychology, Public Administration or other related field from an accredited college or university and at least 3 years of program management experience, 5 years preferred. Additional experience may be substituted for Master’s Degree. Bachelor’s degree is required.

Requirements: A solid understanding of and experience in managing staff; Administrative experience in human service or related field including experience in quality assurance/improvement and adherence to program curricula or standards;

Conditions of Employment:

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must allow access to DMV record through the Pull Notice Program. Employee must have car, a valid driver’s license, and proof of valid automobile insurance. Position is dependent on continued funding.

Child Advocates is an equal opportunity employer.

Application Information:

All applications must be made on the agency’s “Application for Employment” form and submitted with a resume, letter of interest, and a list of three references. Position open until filled.

To submit online (preferred): [apply here](#)

Or mail to:

Child Advocates of Nevada County
Attention: Executive Director
200 Providence Mine Road Suite 210
Nevada City, CA 95959

**CHILD ADVOCATES OF NEVADA COUNTY
JOB DESCRIPTION**

Position: Foothills Healthy Babies/Truckee Healthy Babies
Healthy Babies (HB) Supervisor

Compensation: \$42,000- \$46,000 annual; Exempt Position

Definition: Under the direction of the Program Manager, the Supervisor shall provide supervision, coaching and support for the Family Support Workers and the Family Assessment Worker. This includes reflective supervision, monitoring of case loads, quality assurance on all program levels and to act as a substitute for staff that may be unable to perform their regular assignments. This is an Exempt position.

Examples of Duties:

Acts as the Supervisor by:

- a. Attending all mandatory meetings and trainings as assigned.
- b. Providing reflective supervision once a week for 1.5-2 hours with Family Support Workers and Family Assessment Worker while supporting all direct service staff in their professional growth and learning.
- c. Monitoring all Family Support Worker's case loads and documenting all supervisory interactions.
- d. Reviewing family files for quality assurance.
- e. Monitoring data in data systems every month.
- f. Documenting and monitoring of assigned program standards.
- g. Being immediately available to staff for crisis interventions and emergencies.
- h. Promoting Foothills Healthy Babies and Truckee Healthy Babies throughout the community by attending networking meetings.
- i. Working collaboratively with partner agencies and establishing strong partner relationships.
- j. Attending all regular staff meetings.
- k. Helping to coordinate and assist with family socialization activities and events.
- l. Performing assessments and home visit services as needed.
- m. Providing assistance to Family Support Workers and their assigned families as needed.
- n. Meeting with Program Manager regularly for reflective supervision and to report on Family Support Workers and overall program progress and performance.
- o. Monitoring and supporting the completion of all screens and assessments administered and/or scored by the Family Assessment Worker.
- p. Reviewing all completed assessments and ensuring appropriate assignments to Family Support Workers.
- q. Monitoring and supporting the referral of non-enrolled families to partner agencies by the Family Assessment Worker.

Line Item #10 & 12

- r. Monitoring the coordination and attendance of all necessary staff trainings.
- s. Conducting scheduled performance evaluations for Family Support Workers and Family Assessment Worker.
- t. Provide support regarding approval of timecards, vacation requests and sick days.
- u. Performing related duties as assigned.
- v. Attends all HFA trainings.
- w. Maintains client confidentiality and abides by all program protocols.

Minimum Employment Qualifications:

Preference given to candidates who have a Master's degree in Social Work, Psychology, Nursing, Counseling or other related Social Service field from an accredited college or university. Preference given to Candidates with five years experience, two years of which must be in a supervisory position, working in programs that serve families in a community based or public agency that provides home visitation or family support service. Additional experience may be substituted for Master's degree. BA degree required or 5 years prior experience in a HFA program, including 2 years supervisory experience. Ability to operate standard office equipment; ability to lift 25 pounds; ability to legally drive a motor vehicle.

Conditions of Employment:

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must submit a D.M.V. driving record report. Employee must have a registered car, a valid driver's license, and proof of automobile insurance. Position is dependent on continued funding.

CHILD ADVOCATES OF NEVADA COUNTY
JOB DESCRIPTION

Title:	Executive Director
Reports to:	Board of Directors
Employment Status:	Fulltime, exempt
Hours:	40 hours per week, some weekend and evenings
Salary:	\$80 - \$90,000, based on experience
Benefits:	Vacation, Holiday, and Sick Leave

SUMMARY

Child Advocates of Nevada County (CANC) is a nonprofit dedicated to its vision that all children in Nevada County grow up in a safe, nurturing, and healthy family and community. CANC operates several programs, including advocacy for abused and neglected children (Court Appointed Special Advocates – CASA), family support services for new parents to prevent abuse (Foothills and Truckee Healthy Babies) and school-based personal safety and anti-bullying curriculum to empower children to stay safe (Child Safety Puppeteers).

As CANC’s leader, the Executive Director (ED) has the primary responsibility for program development and insuring a high level of service so that the Agency can execute its mission to help Nevada County’s children grow up free from abuse and neglect. The ED encourages visibility of Child Advocates in the community by promoting regular outreach activities outlined in the Development Plan. The ED is responsible for understanding community needs, program and grant requirements and other organizational and administrative issues. The ED is responsible for planning and implementing marketing and development plan. Effective communication skills are required, and this position supervises program managers and coordinators, office bookkeeping, administrative and fundraising staff. Candidate will have 3-5 years of senior level experience and must be able to work occasional evenings/weekends

KEY RESPONSIBILITIES

Promote the overall vision, direction, health, and growth of the organization
Provide overall executive leadership.
Coordinates and represents the organization to the BOD
Ensure that board policies and goals are being implemented
Non-voting member of the Board and Executive Committee,
Oversight of public contracts, grants, fundraising and planning.
Develop positive relations with all stakeholders:
 Nevada County Superior Court, National CASA, Cal CASA, Social Services, Public Health, State
 Department of Health, Behavioral Health, schools, Board members, volunteers, donors, vendors, partners,
 staff and community.
Provides oversight of accounting, bookkeeping and payroll administration.
Develop and implement comprehensive fundraising and marketing plan.

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Required Skills & Qualifications: Demonstrated professional, leadership and administrative skills. Nonprofit management experience. Demonstrated ability in fund raising.

Highly desirable for ED : Familiarity with the mission and work of Court Appointed Special Advocates and child abuse prevention programs and the child welfare system. Successful experience building a network of supporters. Successful experience collaborating with community leaders, businesses, board members-and governmental agencies. Undergraduate degree and 3-5 years senior level experience.

Required: Criminal justice fingerprint clearance required prior to commencing employment. Valid driver’s license and auto insurance coverage.

**Child Advocates of Nevada County
Position Description**

Job Title: Full Charge Bookkeeper and Human Resource Administrator
Reports to: Executive Director
Hours: 25-30 hours/week – duties to be performed in the office
Salary: \$22 per hour non-exempt

Position summary: The Bookkeeper and Human Resource Manager is responsible for accurately maintaining on a timely basis all accounting procedures and record keeping including payroll and payroll taxes, invoicing, payables, and budgeting reports for Child Advocates. The Bookkeeper also maintains and updates the cash flow statement, personnel records including background checks, insurance, and DMV records.

The Bookkeeper supports the Executive Director's and Treasurer's oversight of the financial operations of the agency. The Bookkeeper is responsible for the smooth coordination of fiscal reporting, invoicing, and coding of purchases and maintains record keeping for contracts.

This position requires the ability to deliver complex reports and invoicing in a timely manner, communicate effectively, and be highly organized. Coordination with program managers and the treasurer is required. Computer literacy in Word, Excel, Outlook, and Quick Books and maintaining confidentiality regarding financial and personnel issues is required. Some of the duties are described below:

Fiscal Operations

- Understands and uses the fiscal and administrative manual and suggests recommended revisions as appropriate.
- Analyzes financial reports including cash flow forecasts and budget-to-actual reports for use by the executive director and treasurer. Advises Executive Director immediately of any projected variances that cannot be resolved with program managers or funders.
- Provides timely and accurate Quick Books and other reports on a monthly basis and as requested.
- Researches and provides information for the annual budget to the Executive Director.
- Assists Executive Director with annual agency financial audit; or programmatic audits if requested by Program Manager and Executive Director.

Audit Preparation and Record Keeping

- Work closely with Executive Director and Treasurer in preparation for the audit, submit all necessary information
- Meet with auditor and Executive Director, Finance Committee and Treasurer as needed.
- Coordinate and receive satisfactory audits from funding sources.

Invoicing and Grants Administration

- Determine contracted billing terms, including deliverables and coordinate with program managers to accurately report on schedule.
- Create and maintain contract abstract and calendar so invoicing and deliverables meet all contracted reporting requirements and deadlines.
- Ensures that invoicing is timely and formatted in accordance with contract terms and agency policy.
- Attend monthly program manager meetings and remind program managers of their reporting obligations.
- Maintain and match credit card receipts to monthly invoicing.
- Oversees proper coding of expenditures.
- Understand and use contracted terms for agency's budgeted allocations, grant billing.
- Maintain folders containing invoice filing, backup, and copies of checks received. Create digital filing as needed.

Bookkeeping – Accounts Receivable and Accounts Payable

- Using Quick Books software, perform all accounts payable and receivable in a timely manner.
- Using agency budget, properly code all expenses and income and send to executive director or designee for approval.
- Track, pay, and file all bills and print checks for all accounts payable in a timely manner.
- In coordination with other staff, record and process all deposits in keeping with CANC accounts receivable procedures to properly separate duties to ensure integrity of agency funds.
- Prepare monthly Quick Books reports: such as current month profit & loss, year to date profit & loss, balance sheet, and budget-to-actual by the 10th working day of the month.

Line Item #16

- Reconcile monthly bank statements by the 5th working day of the month. Prepare Cashflow Report and supporting documents by the 10th working day of the month.
- Reconcile credit card statements.

Budgeting

- Actively participate in Monthly Program Manager meetings to discuss the status of budget, grants management, and invoicing. Utilize agency and program budgets for coding of expenses and deposits and creating cashflow projections. Actively seek clarification from appropriate source of ambiguous, unresolved, or conflicting budget and financial information.

Payroll

- Assure time sheets are ready for signature by Executive Director and processing by payroll deadline. Scan and digitally file timesheets and maintain permanent paper file record.
- Enter payroll into QuickBooks by deadline.
- Maintain payroll information to insure correctness, update Quick Books as needed.
- Maintain records of anniversary date, vacation, sick-leave and personal days taken/accrued by each employee. Distribute to employees on monthly basis.
- Properly process payroll taxes and Worker's Comp insurance.
- Properly maintain records of employee deferrals and forward to administrative agency in time limit described by law
- Prepare and file quarterly and annual tax returns in a timely manner
- Prepare and file annual W-2s

Administrative Duties:

- Participate in agency office meetings as requested.

Minimum Employment Qualifications:

Must be a high school graduate, BA in business is preferred, and have at least 7 years of bookkeeping experience, and at least 5 years of experience with payroll, and have the ability to communicate effectively. Must have at least 2 years of experience invoicing governmental grants or other invoicing experience.

Ability to create and maintain an organized system of backup for all transactions, including but not limited to a traditional filing system, and a computerized filing system consisting of scanned documents and coordination of the two systems, use basic mathematics, create spreadsheets in Excel, analyze budget performance, and reconcile accounts. Expert use of Quick Books and Excel is required as well as expertise in grant billing, payroll, and accrual accounting necessary. Must have the ability to work in a fast-paced environment and maintain accuracy. Experience and familiarity with Microsoft Office (Word and Outlook) required. Ability to seek clarification and actively question conflicting or ambiguous information from appropriate source. Ability to operate standard office equipment; ability to lift 25 pounds; ability to legally drive a motor vehicle.

Conditions of Employment:

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must allow access to DMV record through the Pull Notice Program. Employee must have a car, a valid driver license and proof of valid automobile insurance. Position is dependent on continued funding.

**CHILD ADVOCATES OF NEVADA COUNTY
JOB DESCRIPTION**

Position **Parents as Teachers (PAT)
Lead Case Manager**

Compensation \$25/hour; 40 hours/week nonexempt

Definition:

Under the direction of the Program Manager, the Parents as Teachers (PAT) Lead Case Manager provides supervision, coaching, and support to the Parent Educator(s). This includes reflective supervision, monitoring of caseloads, quality assurance for adherence to policies and procedures and program quality, and acting as a substitute for staff that may be unable to perform their regular assignments due to vacation or leave.

Must be fully vaccinated for the Covid-19 virus.

1. Position Requirements:

- a. Attends all mandatory meetings and training as assigned.
- b. Abides by all program policies and procedures.
- c. Provides outreach activities to engage or re-engage families. Assists families in locating, accessing, and utilizing existing community services and resources.
- d. Attends regular reflective supervision sessions and is prepared with questions related to delivering the best services to families.
- e. Engages in regular team meetings and group supervision.
- f. Submits all necessary forms to Supervisor required by CHVP, partners, funders, and the PAT program.
- g. Completes all necessary confidentiality and family rights paperwork upon family enrollment.
- h. Maintains a sense of teamwork representing the program in a positive, professional manner at all times.
- i. Works collaboratively with team and Supervisors during family assignments.
- j. Maintains client confidentiality.
- k. Adheres to and maintains professional boundaries.
- l. Performs related duties as assigned.

2. Lead Case Manager Home Visitor Duties:

- a. Provides a variety of case management services to the families based on the level of need for the individual family and per the PAT program, guidelines.
- b. Assists families with goal setting and supporting them to reach their goals.
- c. Provides interactive, engaging activities to promote parent/child interaction.
- d. Assists the family in establishing a medical home and keeping immunization and well-baby appointments.
- e. Documents every home visit in a timely manner adhering to policies and procedures.

**CHILD ADVOCATES OF NEVADA COUNTY
JOB DESCRIPTION**

- f. Conducts developmental screenings for all assigned children; and other assessments as required.
- g. Performs related duties as required.
- h. Able to adapt to a hybrid model, be responsible for equipment, maintain equipment care, follow instructions regarding office time, come into the office when equipment or power or internet is not functioning properly.

3. Lead Case Manager Leadership Role:

- a. Participate in recruiting activities as assigned by the Program Manager.
- b. Attending all mandatory meetings and training as assigned.
- c. Provide reflective supervision once a week for 1.5-2 hours with PEs.
- d. Monitoring PE caseloads and documenting all supervisory interactions.
- e. Review family files for quality assurance. Monitor data in data systems every month.
- f. Being immediately available to staff for crisis interventions and emergencies.
- g. Working collaboratively with partner agencies and establishing strong partner relationships.
- h. Providing assistance to PEs and their assigned families as needed.
- i. Meeting with Program Manager regularly and as scheduled.
- j. Reviewing all completed assessments and ensuring appropriate assignments to PEs.
- k. Conducting scheduled performance evaluations for PEs.
- l. Provide support regarding approval of timecards, vacation requests, and sick days. Performing related duties as assigned.
- m. Maintains client confidentiality and abides by all program protocols.

Minimum Employment Qualifications:

Candidates must have a minimum of a high school diploma. A Bachelor's degree, or education in Social Work, Psychology, Counseling or other related Social Service field from an accredited college or university is preferred; and two years of experience working with clients in a community-based setting is preferred.

Additional Qualifications:

Knowledge of Microsoft products for Word and Outlook; ability to compile data for written and oral reports; ability to give presentations representing the agency and the program. Experience in the assessment process and scoring, recording of information, conducting interviews, problem solving skills and techniques, handling crisis intervention matters, and using proper referral procedures. Ability to establish rapport easily, outgoing, friendly and non-judgmental, user of active listening skills.

**CHILD ADVOCATES OF NEVADA COUNTY
JOB DESCRIPTION**

Conditions of Employment:

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must allow access to DMV record through the Pull Notice Program. Must be fully vaccinated against the Covid-19 virus. Employee must be able to legally drive a motor vehicle, have a currently registered car, a valid driver's license and proof of valid automobile insurance. Ability to operate standard office equipment; ability to lift 25 pounds, bend, move and sit on the floor to interact with infants and children as needed.

Position is dependent on continued funding.

Child Advocates of Nevada County is Equal Opportunity Employer

This job description provided for the PAT Lead Case Manager has been read and understood by the following signees. The employee signature below indicates acceptance and agreement to adhere to the duties presented in this job description.

Print Name of Employee _____
Date

Signature of Employee _____
Date

Print Name of Supervisor _____
Date

Signature of Supervisor _____
Date

**CHILD ADVOCATES OF NEVADA COUNTY
JOB DESCRIPTION**

Position: **Parents as Teachers (PAT)
Parent Educator**

Compensation: **\$23.07/hr, 40 hours per week; non-Exempt**

Definition: Under the direction of the Lead Case Manager, the Parent Educator (PE) conducts home visits with assigned families and outreach in the Nevada City and Grass Valley communities, and the Truckee area, as needed/requested. The PE's follow the PAT program and provide families with a parenting and development curriculum, provide child development support, identify strengths, assist moms to develop a strong parent/child bond, help parents to set and meet goals, and provide resources.

Must be fully vaccinated for the Covid-19 virus.

1. Position Requirements:

- a. Attends all mandatory meetings and training as assigned.
- b. Abides by all program policies and procedures.
- c. Provides outreach activities to engage or re-engage families. Assists families in locating, accessing, and utilizing existing community services and resources.
- d. Attends regular reflective supervision sessions and is prepared with questions related to delivering the best services to families.
- e. Engages in regular team meetings and group supervision.
- f. Submits all necessary forms to Supervisor required by CHVP, partners, funders, and the PAT program.
- g. Completes all necessary confidentiality and family rights paperwork upon family enrollment.
- h. Maintains a sense of teamwork representing the program in a positive, professional manner at all times.
- i. Works collaboratively with team and Supervisors during family assignments.
- j. Maintains client confidentiality.
- k. Adheres to and maintains professional boundaries.
- l. Performs related duties as assigned.

2. Home Visitor Duties:

- a. Provides a variety of case management services to the families based on the level of need for the individual family and per the PAT program, guidelines.
- b. Assists families with goal setting and supporting them to reach their goals.
- c. Provides interactive, engaging activities to promote parent/child interaction.

CHILD ADVOCATES OF NEVADA COUNTY JOB DESCRIPTION

- d. Assists the family in establishing a medical home and keeping immunization and well-baby appointments.
- e. Documents every home visit in a timely manner adhering to policies and procedures.
- f. Conducts developmental screenings for all assigned children; and other assessments as required.
- g. Performs related duties as required.
- h. Able to adapt to a hybrid model, be responsible for equipment, maintain equipment care, follow instructions regarding office time, come into the office when equipment or power or internet is not functioning properly.

Minimum Employment Qualifications:

Candidates must have a minimum of a high school diploma. A Bachelor's degree, or education in Social Work, Psychology, Counseling or other related Social Service field from an accredited college or university is preferred; and two years of experience working with clients in a community-based setting is preferred.

Additional Qualifications:

Knowledge of Microsoft products for Word and Outlook; ability to compile data for written and oral reports; ability to give presentations representing the agency and the program. Experience in the assessment process and scoring, recording of information, conducting interviews, problem solving skills and techniques, handling crisis intervention matters, and using proper referral procedures. Ability to establish rapport easily, outgoing, friendly and non-judgmental, user of active listening skills.

Conditions of Employment:

Employee must submit and pass a DOJ and FBI fingerprint clearance. Employee must allow access to DMV record through the Pull Notice Program. Must be fully vaccinated against the Covid-19 virus. Employee must be able to legally drive a motor vehicle, have a currently registered car, a valid driver's license and proof of valid automobile insurance. Ability to operate standard office equipment; ability to lift 25 pounds, bend, move and sit on the floor to interact with infants and children as needed.

Position is dependent on continued funding.

Child Advocates of Nevada County is Equal Opportunity Employer

This job description provided for the PAT Parent Educator has been read and understood by the following signees. The employee signature below indicates acceptance and agreement to adhere to the duties presented in this job description.

**CHILD ADVOCATES OF NEVADA COUNTY JOB
DESCRIPTION**

Print Name of Employee

Date

Signature of Employee

Date

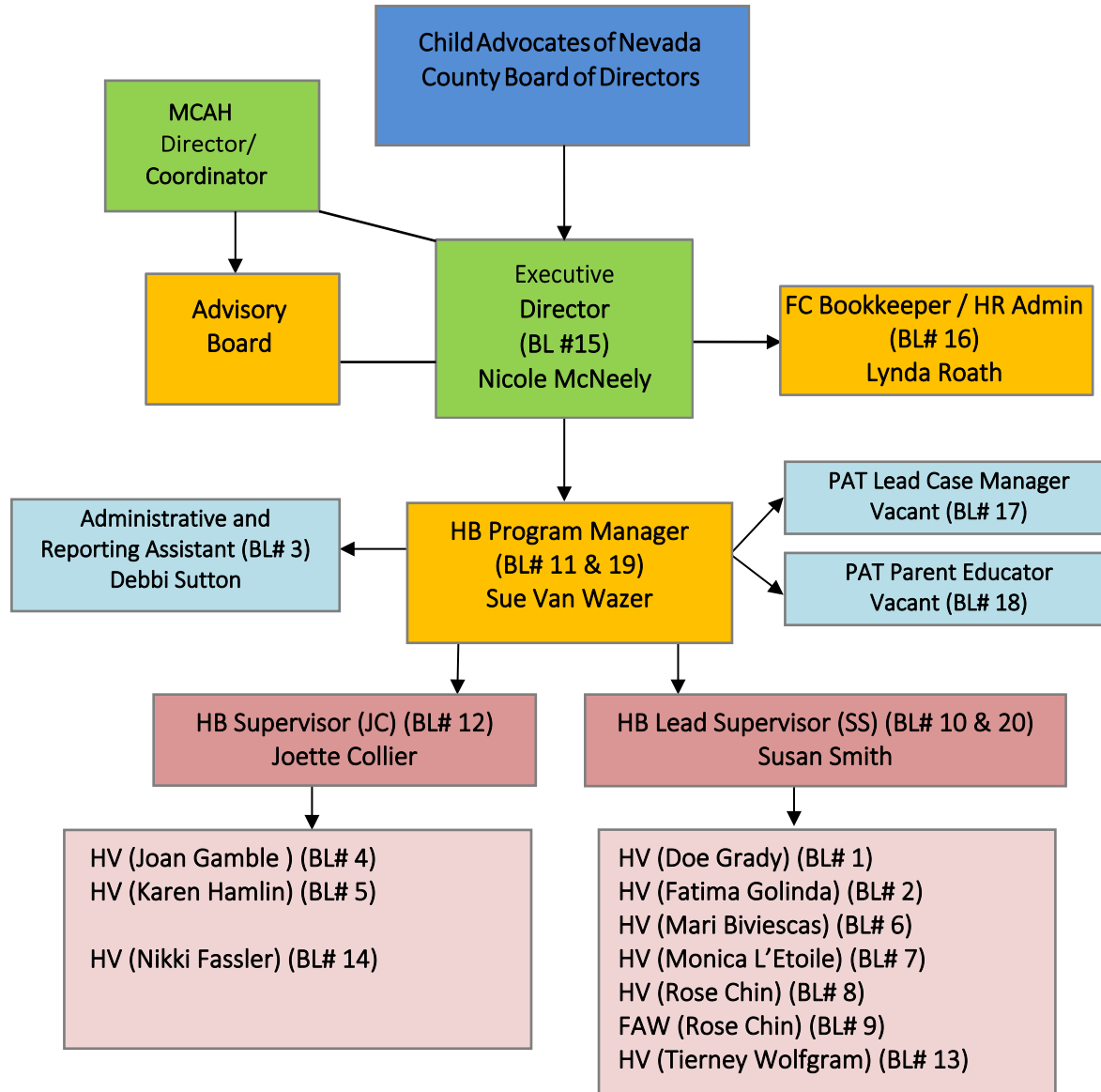
Print Name of Supervisor

Date

Signature of Supervisor

Date

CHILD ADVOCATES OF NEVADA COUNTY
Foothills Healthy Babies CHVP Organizational Chart FY2022/24



Submit

GOVERNMENT AGENCY TAXPAYER ID FORM

The principal purpose of the information provided is to establish the unique identification of the government entity.

Instructions: You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields bordered in red are required. Please print the form to sign prior to submittal. You may email the form to: GovSuppliers@cdph.ca.gov or fax it to (916) 650-0100, or mail it to the address above.

Principal Government Agency Name: **County of Nevada**

Remit-To Address (Street or PO Box): **500 Crown Point Circle, Suite 110**

City: **Grass Valley** State: **CA** Zip Code+4: **95945-956**

Government Type: City County Special District Federal Other (Specify)

Federal Employer Identification Number (FEIN):

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

FI\$Cal ID# (if known)	<input type="text"/>	Dept/Division/Unit Name	<input type="text" value="Public Health Department"/>	Complete Address	<input type="text" value="500 Crown Point Circle, Suite 110, Grass Valley, CA 95945"/>
FI\$Cal ID# (if known)	<input type="text"/>	Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
FI\$Cal ID# (if known)	<input type="text"/>	Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
FI\$Cal ID# (if known)	<input type="text"/>	Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>

Contact Person: Title:

Phone number: E-mail address:

Signature: Date: