



LASSEN COUNTY

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 - LassenWORKS**
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- ☐ **HSS Fiscal**
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Susanville, CA 96130

Date: August 11, 2026

To: Gary Bridges, Chairman
Lassen County Board of Supervisors

From: Danielle Sanchez, Assistant Director & Personnel Coordinator
Health and Social Services

Subject: Home Visiting Case Worker Job Description

Background:

The California Home Visiting Program (CHVP) is an evidence-based, voluntary program that provides in-home support and education to expectant parents and families with young children. The program is designed to improve maternal and child health outcomes, promote healthy child development, strengthen parenting skills, reduce the risk of child abuse and neglect, and connect families with community resources that support long-term health and well-being.

Home Visitors are the foundation of the CHVP program. They serve as the primary point of contact for enrolled families, building trusting relationships through regular home visits that focus on child development, parent-child interaction, family well-being, and early identification of developmental or health concerns. Home Visitors provide education, developmental screenings, referrals to community services, and ongoing support tailored to each family's individual needs while following the evidence-based Parents as Teachers (PAT) model required under the CHVP grant.

In Lassen County, families often face unique barriers due to the county's large rural geography, limited access to healthcare and social services, transportation challenges, and shortages of specialized providers. These factors make home visiting services especially valuable, as Home Visitors are able to bring services directly to families who may otherwise have difficulty accessing support. By meeting families where they are, Home Visitors help reduce disparities in access to care and improve outcomes for children during the critical early years of development.

Maintaining dedicated Home Visitor positions is essential for Lassen County Public Health to fulfill the objectives and performance requirements of the CHVP grant. These positions are responsible for carrying active caseloads, completing required home visits, conducting developmental and family

assessments, maintaining accurate documentation, participating in required training and reflective supervision, and ensuring fidelity to the Parents as Teachers evidence-based model. Without sufficient Home Visitor staffing, the County would be unable to meet contractual deliverables, maintain program fidelity, or provide consistent services to eligible families.

The CHVP program is a prevention-focused investment that supports healthy pregnancies, prepares children for school success, strengthens families, and helps reduce the need for more intensive and costly interventions later in life. Continued support for Home Visitor positions ensures Lassen County can sustain these essential services, maximize grant funding, and continue improving outcomes for children and families throughout the county.

Fiscal Impact:

Funds are budgeted within the California Home Visiting Program Funding Allocation for Fiscal Year 26/27 within the Public Health Fund/Budget Unit 110/0731 to support these positions.

Action Requested:

- 1) Approve the Job Description for Home Visiting Case Worker
- 2) Fund 2 FTE Home Visiting Case Worker Positions



COUNTY OF LASSEN

JOB DESCRIPTION

Class Title:	Home Visiting Case Worker	CLASS CODE	
Department:	Health and Social Services Agency	Unit	UPEC
Reports to:	Public Health Director	FLSA Status	Non-Exempt
Board Approval:	PENDING	RANGE	18

SUMMARY

Under general direction, the Home Visiting Case Worker provides in-home parent education, family support, and resource coordination services to pregnant women, parents, and families with children from birth through age five; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision and direction from the Public Health Director or designee.

May receive general direction from Public Health Program Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

- Maintains and manages an assigned caseload of participating families in accordance with program requirements.
- Conducts home visits to provide parent education, developmental guidance, family support, and resource coordination.
- Assesses family needs and develops individualized family service plans to promote healthy child development and family wellbeing.
- Monitors participant progress, maintains regular contact with families, and updates service plans as needed.
- Connects families with appropriate community resources and coordinates services with partner agencies and service providers.
- Plans and facilitates group activities, educational events, and outreach activities to encourage participation and strengthen family engagement.
- Maintains complete, accurate, and confidential case records, reports, and program documentation.
- Confers with County, State, and community members to support program objectives.
- Recruit, enroll, and retain eligible families in accordance with program policies and funding requirements.
- Participates in required training, staff meetings, and professional development opportunities.
- Performs related duties as assigned.



COUNTY OF LASSEN

JOB DESCRIPTION

MINIMUM QUALIFICATIONS REQUIRED

EDUCATION AND EXPERIENCE

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Experience:

Two years of increasingly responsible professional experience working with young children and/or parents, social services, or a related field.

Education:

Equivalent to an Associate degree from an accredited college with major course work Early Childhood Education, Social Work, Psychology, or a related field.

License:

Possession of, or ability to obtain, a California driver's license.

Knowledge of:

- Federal, State, and County laws, rules, and regulations pertaining to the work of the department as it relates to the California Home Visiting Program.
- Principles of child growth and development.
- Parent education and family support practices.
- Community resources and referral procedures.
- Confidential case management and record keeping essentials.
- Office methods and procedures.

Ability to:

- Establish and maintain effective client rapport and professional working relationships with staff, clients, and others.
- Communicate clearly and effectively, both orally and in writing, with families, coworkers, community partners, and the public.
- Assess family needs and develop appropriate developmental plan(s).
- Maintain accurate, complete, and confidential records.
- Exercise sound judgment, discretion, and professionalism.
- Organize and prioritize workload, manage multiple assignments, and meet deadlines.
- Utilize standard office technology and software applications, including word processing, spreadsheets, databases, email, and electronic case management systems.
- Work independently and as a member of a multi-disciplinary team.
- Work cooperatively with other employees.



COUNTY OF LASSEN

JOB DESCRIPTION

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

Work is usually performed in an office environment. May be required to perform home visits in the support of clients. Clients may be may be in various states of stability.

UPEC

From Rob Perry <rperry@upec792.com>

Date Tue 8/4/2026 11:47 AM

To Danielle Sanchez <DSanchez@co.lassen.ca.us>

This Message Is From an External Sender

This message came from outside your organization.

Danielle

The union is in agreement with the County of Lassen to approve the new position of Visiting Home Coordinator

Thank

Rob
UPEC Labor Representative

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