

**West Valley Child Crisis Center
Job Description**

TITLE: Parent Aide I
PAY RANGE: DOE

FLSA STATUS: Exempt
DEPARTMENT: Family Reunification

POSITION SUMMARY: The Parent Aide is responsible for providing a range of support services to families referred from the Arizona Department of Child Safety. The Parent Aide is a full-time position.

REQUIRED SKILLS AND KNOWLEDGE:

- High school diploma or GED required;
- One (1) year of experience in a human services field preferred;
- Basic knowledge in the principles of parenting and child interaction, case management, child development and social services preferred;
- Ability to de-escalate crisis situations and model proper, positive behaviors;
- Excellent communication skills with the ability to work independently and manage time/tasks effectively;
- Knowledge of Microsoft Office Suite;
- Ability to interact in a positive, warm and friendly manner with individuals of any economic, educational, social, racial, ethnic or cultural background; and
- Ability to speak Spanish preferred.

ORGANIZATIONAL RELATIONSHIP:

The Parent Aide reports to the Parent Aide Supervisor.

ESSENTIAL FUNCTIONS:

- Transport child(ren) to supervised visitation location;
- Supervise the visit between non-custodial parents and their child(ren). This includes monitoring and, if necessary, intervening with the parent or child when inappropriate behaviors are demonstrated;
- Assess skill level and needs of biological parents;
- Create service plan in collaboration with Arizona Department of Child Safety Specialist and client;
- Provision of evidence-based parenting skills training in the residence of the client, education and training in life skills and accessing community resources;
- Monitor and document interactions during supervised visit on visitation summary reports;
- Terminate the supervised visitation if the visit becomes harmful to the child;
- Maintain a professional relationship with parents, family members and children;
- Be prompt in keeping appointments and adhering to agreed upon schedules;
- Record time, mileage and supervised visitation on required documents. Turn in reports and forms by due date;
- Inform the Coordinator of vacations, illness etc. that would necessitate a substitute Aide, with as much advance notice as possible.
- Respect the visitation site location rules regarding visitation procedures; and
- Abide by the Department of Child Safety's confidentiality standards.

OTHER REQUIREMENTS:

- Applicants are subject to meeting appropriate background standards including qualifying for an Arizona Level One Fingerprint Clearance Card;
- This position requires the use of the applicant’s personal vehicle. Individuals must be physically capable of operating a vehicle safely, possess a valid driver’s license, have auto insurance, and have an acceptable driving record (no DUIs, no more than two moving violations, no more than one excessive speeding violation, no at-fault accidents on record);
- Some positions will require the performance of other essential and marginal functions depending upon work location or assignment;
- Possess a valid driver’s license; and
- This is position requires some evenings and weekends.

WORKING CONDITIONS:

Work is performed in the community with exposure to inclement weather and unpredictable crisis situations.

TO APPLY:

Submit a letter of interest and resume to:

West Valley Child Crisis Center

Attn: Jessica Brimhall, Family Reunification Program Manager

18001 N. 79th Ave. Suite C-56

Glendale, AZ 85308

Fax: 623-848-8864

E-mail: jbrimhall@wvccc.org

For more information about West Valley Child Crisis Center, visit www.wvccc.org.

The above statements are intended to describe the general nature and level of work performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel. Other functions may be assigned and management retains the right to add or change the duties at any time.

Position Description Reviewed:

Team Member Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Original Signed Position Description should be filed in Team Member’s Personnel File. Copy should be provided to Team Member.