

West Valley Child Crisis Center
Job Description

TITLE: Parent Aide
PAY RANGE: DOE

FLSA STATUS: Exempt
DEPARTMENT: Visitation

POSITION SUMMARY: The Parent Aide Contacts and engages clients referred by the Arizona Department of Child Safety; assesses the needs of clients who accept services; develops case/service plans; provides parenting instruction and needed services; provides or arranges for transportation and supervision of visitation, addresses risks of child abuse and/or neglect in client families

REQUIRED SKILLS AND KNOWLEDGE:

- College or university training with coursework in child development, rehabilitation, social services, counseling, psychology, sociology, or other closely related field; and
- High school degree/GED and experience working with children and families

PREFERRED SKILLS AND KNOWLEDGE:

- 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.

ORGANIZATIONAL RELATIONSHIP:

The Family Visitation Aide reports to the Family Visitation Coordinator.

ESSENTIAL FUNCTIONS:

- Provides parenting instruction and needed services to families as required in the scope of work
 - Engages the family into services, utilizing engagement and retention techniques
 - Creates an assessment report based on the first meeting with the family
 - Conducts an in-depth interview with the family, including named caregivers and children
 - Creates service priorities and a service plan for the family based on CPS concerns, the CSA/SRA report, and family needs and strengths
 - Participates with other stakeholders as part of the team, including CPS and other community agencies
 - Provides parenting instruction as specified in the service plan, at least one hour per week, to include child development, home management, personal problem solving, accessing community services and supports, appropriate discipline techniques, and appropriate parenting skills.
 - Arranges for transportation (where needed) and supervision of visitations between caregivers and children as specified in the service plan. Incorporates observations made during the visitation into parenting/coaching sessions
 - Is available to provide services on weekends and evenings; is accessible to families by phone or pager twenty-four (24) hours per day, seven (7) days per week for emergencies
- Thoroughly documents all case activity
 - Participates in case file preparation as needed for each client referred, ensuring all relevant documents are updated and included
 - Updates progress reports regularly and service plans a minimum of monthly and ensures all documentation is prepared according to contractual guidelines

- Inputs all progress reports, assessments, service plans, visitation reports, and other relevant documents into CHILDS
- Participates in File Reviews as part of the Continuous Quality Improvement process
- Actively participates as a member of the team
 - Participates in supervisory meetings with the supervisor, both on an individual basis and as a group; reviews all new cases with a supervisor
 - Keeps CPS and agency workers updated on progress and concerns related to the case; maintains contact with CPS specialist at least twice monthly
 - Meet regularly with the referring CPS specialist, including the initial meeting, midpoint (90- day) meeting, and any other face to face contact needed
 - Participates in CFT's, TDM's, Foster Care Review Boards, CPS case plan staffings, adult treatment meetings, and other meetings as necessary
 - Attends meetings as assigned and appropriate
 - Understands and complies with the requirement to report child or adult maltreatment
- Participates in training and regular process improvement activities
 - Completes at least fifteen (15) hours of training within thirty (30) days of hire, which will include evidence based or informed practice on parenting skills
 - Attends DES Parent Aide training as soon as it is available
 - Completes at least fifteen (15) hours of competency based training per year, to include the Arizona mandated reporter law, therapeutic intervention techniques, how to access Title XIX services, and evidence-based or informed practices on parenting skills
 - Has or obtains knowledge and understanding of Family Systems Theory, Family-Centered Practice, family dynamics, shared parenting, and treatment philosophies of family-based services
 - Has or obtains knowledge and ability to access community resources; helps families connect with needed resources

- **OTHER REQUIREMENTS:**

- Bachelors Degree
- 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;
- Some positions will require the performance of other essential and marginal functions depending upon work location or assignment;
- Be at least eighteen years of age with a valid driver's license; and
- This is an evening and weekends position.

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: Jana Montes, Human Resources

18001 N 79th Ave., Suite C-56

Glendale, AZ 85308

Fax: 623-848-8864

E-mail: jmontes@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.