



Title Visitation/Transportation Aide	Department Parenting Skills Program
Reports to Parent Aide Program Supervisor	FLSA Class Non-Exempt
Supervises others No	Location Tempe
<p><u>SHIFT:</u> Typical schedule: Schedule will be determined by the Parent Aide Program Supervisor and will vary to meet the needs of the clients and families. Days of the week may vary but will mostly consist of afternoons, evening and weekends.</p>	
<p><u>POSITION SUMMARY:</u> The Visitation/Transportation Aide works as a staff member of the Parenting Skills Program and provides transportation for DCS referred children to and from supervised visitation. This position will also provide back-up to supervised visits as directed by the Parent Aide Supervisor.</p>	
<p><u>ESSENTIAL FUNCTIONS:</u></p> <ol style="list-style-type: none"> 1. Provides visitation supervision for clients and their families as assigned by the Parent Aide Supervisor. 2. Provides transportation using company car for DCS referred children to and from supervised visitation as assigned by the Parent Aide Supervisor. 3. Practices defensive driving at all times using appropriate car seats as needed and required by law. 4. Communicates with supervisor and human resources regarding all incidents and accidents. 5. Reports any abuse or neglect in the family while the case is open and submits copies to the Department of Child Safety, DES licensing, and Program Coordinator. 6. Maintains business travel records and submits documentation to the Program Supervisor on a monthly basis. 7. Commits to attending applicable program meetings, file days and in-service trainings as directed by Parent Aide Supervisor. 8. Attends and completes a minimum of 24 hours of job-related training. Submits documentation to Human Resources for inclusion into personnel file. 9. Ensures the safety, health and welfare of staff and clients at all times. 10. Acts as a positive role model and mentor for parents, children and families. 11. Completes required reports and documentation in a timely manner, provides management with required reports and advises of any problematic situations. 12. Complies with and implements the Human Resource Training Inc. and Parenting Skills Program Policies and Procedures as detailed in the appropriate manuals/handbooks. Provides input and submits proposals for the revision of existing and/or new policies and procedures. 	
<p><u>MARGINAL FUNCTIONS:</u></p> <ol style="list-style-type: none"> 1. Other duties as assigned, verbally or in written form. 	
<p><u>MINIMUM QUALIFICATIONS:</u></p> <ol style="list-style-type: none"> 1. Minimum of Associates' Degree in Human Service related field (or related degree) as confirmed by college transcript, diploma, or at least 2 years' experience in Human Service Field. 2. Ability to obtain and maintain a valid unrestricted Level One Fingerprint Clearance Card. 3. As per the R9-20-204 of the Arizona Statue the minimum age requirement is 21. 4. Must be able to pass a DCS Clearance with no substantiated reports. 5. When required, the ability to pass a criminal background clearance check, drug screen, and if requested a physical exam. 6. Must be able to work a flexible schedule. 	

7. Must be able to maintain a high level of confidentiality.
8. Must obtain and maintain CPR and First Aid certification.
9. Must meet the requirements to be a safe transporter and driver. Must possess a current Arizona State Driver's License and have an acceptable driving record for the past five (5) years.
 - No Driving while intoxicated (DWI) or Driving under the Influence (DUI) during the life of the Contract or in the five (5) years preceding the Contract.
 - No At Fault Accidents during the life of the Contract or in the five (5) years preceding the Contract.
 - No more than two (2) moving violations during the life of the Contract or in the five (5) years preceding the Contract.
 - No more than one (1) excessive speed (per the A.R.S. § 28-701.02) violation during the life of the Contract or in the five (5) years preceding the Contract.
 - No criminal violations during the life of the Contract or in the five (5) years preceding the Contract.
 - A valid driver's license that has not been suspended or revoke within the last three (3) years from present date.
 - Have not been placed on probation or parole for the last ten (10) years from present date.
 - Have no civil, criminal, or juvenile restraining orders within the last ten (10) years from present date.

KNOWLEDGE

1. Strong knowledge of overall company operations and policies and procedures.

SKILLS

1. Must have excellent driving skills.
2. Ability to function independently and as a member of a team in a multi-task environment.
3. Must have excellent oral and written communication skills.
4. Must have excellent organization and time management skills.

PERSONALITY/OTHER

1. Ability to build and maintain positive internal and external relationships.
2. Ability to provide exemplary customer service to all employees and outside constituents.
3. Must be flexible and able to handle multiple priorities, with the ability to adjust to high pressure and rapidly changing business conditions.

WORK CONDITIONS and PHYSICAL REQUIREMENTS:

This section identifies "Physical Requirements" of a particular job. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment. Notify the Program Director if you require any accommodation(s) to perform any of the essential functions of this position.

This position will require exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements			Conditions
<input checked="" type="checkbox"/> Climbing	<input checked="" type="checkbox"/> Balancing	<input checked="" type="checkbox"/> Stooping	Environment: <input checked="" type="checkbox"/> Noise <input checked="" type="checkbox"/> Extreme temperatures <input checked="" type="checkbox"/> Wet and/or humid <input type="checkbox"/> Dust <input type="checkbox"/> Limited/office environment Hazards: <input checked="" type="checkbox"/> Physical Activities <input checked="" type="checkbox"/> Volatile clientele <input checked="" type="checkbox"/> Potential exposure to contagious diseases due to frequent interaction with clientele
<input checked="" type="checkbox"/> Kneeling	<input checked="" type="checkbox"/> Crouching	<input checked="" type="checkbox"/> Reaching	
<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking	<input checked="" type="checkbox"/> Pushing	
<input checked="" type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Grasping	
<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Hearing	<input checked="" type="checkbox"/> Talking	
<input checked="" type="checkbox"/> Tactile sense	<input checked="" type="checkbox"/> Repetitive motions		
<input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision)			
<input checked="" type="checkbox"/> Minimum of 1 hour of continuous driving per trip			

IMPORTANT NOTICE:

This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Human Resource Training, Inc.. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific

statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

All employees of this Company are employees at will and, as such, are free to resign at any time without reason. The Company, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this document or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time.

ACKNOWLEDGEMENT:

I have read and understand the contents of this Position Description. I also acknowledge that it is my responsibility to notify the Human Resources Manager if I require an accommodation to perform any essential function(s) of this position.

I do* or do not require an accommodation to perform the essential functions of this position.

* Employee Completes the Request for Accommodation Form.

Prepared by: Jennifer Kacprowicz, PHR, SHRM-CP
Title: Director of Human Resources

Approved by: Holli Gonzalez
Title: PSP Program Director

Employee Name (Please Print)

Date

Employee Signature