



Title Parent Aide	Department Parenting Skills Program
Reports to Parent Aide Program Supervisor	FLSA Class Exempt
Supervises others No	Location Tempe
<p><u>SHIFT:</u> Typical schedule: Schedule will be determined in conjunction with the Parent Aide Program Supervisor and will vary to meet the needs of the clients and families. Days of the week may vary; evening and weekend hours as necessary.</p>	
<p><u>POSITION SUMMARY:</u> The Parent Aide works as a staff member of the Parenting Skills Program and provides support, monitoring, transportation, education, resources, and evaluation to referred clients and their families. Services are focused on the families who have children in protective custody who are working to regain custody and have their parental rights restored.</p>	
<p><u>ESSENTIAL FUNCTIONS:</u></p> <ol style="list-style-type: none"> 1. Provides and is responsible for the necessary services for the clients and their families on the assigned case load. The length of services for each client is determined by HRT and DCS Specialist to ensure the client is successful in meeting the set goals and exhibiting positive behavioral changes. 2. Reviews referral information and communicates with referral source to develop and meet treatment goals and objectives. 3. Schedules and conducts client meetings at regularly scheduled intervals. Upon receipt of the referral packet schedules the first supervised visit within 5 days, and the first Skills Session within 72 hours of Parenting Plan completion with the DCS Specialist, or designee, and the client(s) to gather information needed to complete the Assessment Report, to establish the desired goals and objectives and to develop a timeline for completion. At the conclusion, of each assigned case, conducts a final meeting with the case manager and family for the purpose of administering a customer satisfaction survey and completing the Final Report. 4. Reports any abuse or neglect in the family while the case is open and submits Incident Report to the Department of Child Safety, Program Director, Director of Compliance, and Program Supervisor. 5. Ensures that the client comprehends, completes, and signs all necessary documentation and maintains them in the case file. 6. Is responsible for the timely submission of documentation to into Extended Reach regarding information from 1) the original Assessment Report 2) the monthly reports at the end of each service month, 3) the Midpoint Assessment, and 4) the final report immediately following the case closure meeting. Format specified by DCS and acceptable for Court submittal. 7. Assesses and documents each client's progress on a weekly basis and includes the information in the monthly progress reports. Observes and documents the client's parenting skills and level of understanding of the specific tasks, identifies those skills requiring improvement and provides instruction to assist in the improvement of the deficient areas. Instructional techniques include role modeling, individual and/or group training and demonstration. 8. Provides and coordinates transportation for clients and families as requested by the DCS Specialist and/or needed to facilitate service requirements. 9. Immediately informs the Program Coordinator via e-mail when a case is closed or a case fails to open. 	

10. Maintains business travel expense records and submits documentation to the Program Supervisor on a monthly basis.
11. Commits to attending all program meetings, file days, and in-service trainings.
12. Attends and completes a minimum of 24 hours of job-related training. Submits documentation to Parent Aide Supervisor for inclusion into personnel file.
13. Schedules and attends a minimum of 4 hours of supervision per month.
14. Ensures the safety, health, and welfare of staff and clients at all times.
15. Provides encouragement, guidance, and resources to the parents and children when needed.
16. Models and ensures all program norms are upheld without compromise.
17. Acts as a positive role model and mentor for parents, children, and families.
18. Treats others with respect, confronts negative behavior, and supports confrontation.
19. Completes required reports and documentation in a timely manner, provides management with required reports and advises of any problematic situations.
20. Complies with and implements the Human Resource Training Inc. and Parenting Skills Program Policies and Procedures as detailed in the appropriate manuals/handbooks.
21. Attends and participates in all required meetings. Meetings include site meetings, team meetings, multidisciplinary staffing, court and other meetings with case managers, therapeutic managers, education representatives, counselors, families, and others specified in the individual treatment plan.

MARGINAL FUNCTIONS:

1. Other duties as assigned, verbally or in written form.

MINIMUM QUALIFICATIONS:

1. Bachelors' Degree in Human Services or related field and two years' experience with human services, child welfare services and/or families.
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 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 three (3) years. Must have personal vehicle liability insurance and vehicle registration as required.
5. Must be able to pass a DCS Clearance with no substantiated reports.
6. When required, the ability to pass a criminal background clearance check, drug screen, and if requested a physical exam.
7. Must be able to work a flexible schedule.
8. Must be able to maintain a high level of confidentiality.
9. Must obtain and maintain CPR and First Aid certification.

KNOWLEDGE

1. Strong knowledge of overall company operations and policies and procedures.
2. Skills, knowledge and ability to instruct clients in the following topics: child development, home management, personal problem solving, accessing community services, and supports domestic violence issues, appropriate discipline and child care techniques and age appropriate parenting skills.

SKILLS

1. Demonstrated ability to manage multiple projects.
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.
5. Proficient in the use of computers and associated software.

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 Human Resources Department 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 checked="" type="checkbox"/> Dust <input checked="" 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 Department 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, LMFT
Title: PSP Program Director

_____	_____	_____
Employee Name (Please Print)	Date	Employee Signature