



<b>Title</b> Nurturing Parenting Program Practitioner (NPPP)	<b>Department</b> Parenting Skills Program
<b>Reports to</b> Nurturing Parenting Program Supervisor (NPPS)	<b>FLSA Class</b> Non-Exempt
<b>Supervises others</b> No	<b>Location</b> Tempe
<b><u>SHIFT:</u></b> Typical schedule: Schedule will be determined in conjunction with the NPP 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.	
<b><u>POSITION SUMMARY:</u></b> The Nurturing Parenting Program Practitioner (NPPP) provides parenting education to referred families from the Department of Child Safety (DCS). The Nurturing Parenting Program is a curriculum-based parenting skills education and coaching program to improve parenting in relation to: expectations of children, parental empathy towards children’s needs, non-violent discipline, parent-child family roles, and children’s power and independence.	
<b><u>ESSENTIAL FUNCTIONS:</u></b> <ol style="list-style-type: none"> <li>1. Accepts referred families from NPP Supervisor.</li> <li>2. Delivers all elements of the Nurturing Parenting Program, as described in the Arizona Department of Child Safety Nurturing Parenting Program Manual.</li> <li>3. Conducts initial outreach, intake, assessment, family nurturing plan, parenting sessions, reassessment summary, and service closure according to outline provided in Nurturing Parenting Program manual.</li> <li>4. Meets with the parent/caregiver one (1) time per week for two (2) hours, over a maximum of 120 days (17 weeks) to include one (1) hour of parenting education, thirty (30) minutes of parent-child observation with a nurturing parenting activity, and thirty (30) minutes of parent-only debriefing.</li> <li>5. Ensures that all services, procedures, and forms provided are culturally relevant, linguistically appropriate and gender responsive (including Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ)).</li> <li>6. 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, HRT’s Compliance Department, and Program Supervisor.</li> <li>7. Completes client documentation in HRT client database according to contract deadlines.</li> <li>8. Attends and completes a minimum of 15 hours of job-related training per Arizona Department of Child Safety Nurturing Parenting Program Manual.</li> <li>9. Ensures the safety, health, and welfare of staff and clients at all times.</li> <li>10. Models and ensures all program norms are upheld without compromise.</li> <li>11. Acts as a positive role model and mentor for parents, children, and families.</li> <li>12. Treats others with respect, confronts negative behavior, and supports confrontation.</li> <li>13. Attends and participates in all required meetings including individual supervision and monthly group supervision as outlined in the Arizona Department of Child Safety Nurturing Parenting Program Manual.</li> </ol>	
<b><u>MARGINAL FUNCTIONS:</u></b> <ol style="list-style-type: none"> <li>1. Other duties as assigned, verbally or in written form.</li> </ol>	
<b><u>MINIMUM QUALIFICATIONS:</u></b> <ol style="list-style-type: none"> <li>1. Associate degree in Social Work, or an equivalent two years of human services/child welfare experience required.</li> <li>2. Bachelors’ degree preferred.</li> <li>3. Ability to obtain and maintain a valid unrestricted Level One Fingerprint Clearance Card.</li> <li>4. As per the R9-20-204 of the Arizona Statue the minimum age requirement is 21.</li> </ol>	

5. 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.
6. Must be able to pass a DCS Clearance with no substantiated reports.
7. When required, the ability to pass a criminal background clearance check, drug screen, and if requested a physical exam.
8. Must be able to work a flexible schedule.
9. Must be able to maintain a high level of confidentiality.
10. Must obtain and maintain CPR and First Aid certification.

**KNOWLEDGE**

1. Strong knowledge of the Nurturing Parenting Program process, practice, and components.
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 childcare techniques and age-appropriate parenting skills.

**SKILLS**

1. Deliver services in a culturally competent, gender responsive manner.
2. Demonstrated ability to manage multiple projects.
3. Ability to function independently and as a member of a team in a multi-task environment.
4. Must have excellent oral and written communication skills.
5. Must have excellent organization and time management skills.
6. 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 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects.

Physical Requirements			Conditions
<input checked="" type="checkbox"/> Climbing	<input type="checkbox"/> Balancing	<input type="checkbox"/> Stooping	<b>Environment:</b> <input checked="" type="checkbox"/> Noise <input type="checkbox"/> Extreme temperatures <input type="checkbox"/> Wet and/or humid <input type="checkbox"/> Dust <input type="checkbox"/> Limited/office environment <b>Hazards:</b> <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 type="checkbox"/> Kneeling	<input type="checkbox"/> Crouching	<input type="checkbox"/> Reaching	
<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking	<input type="checkbox"/> Pushing	
<input type="checkbox"/> Pulling	<input type="checkbox"/> Lifting	<input type="checkbox"/> Grasping	
<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Hearing	<input checked="" type="checkbox"/> Talking	
<input 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:** Katie Lyon, LPC  
**Title:** PSP Program Director

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature