Family Tree Job Requisition

Job Title Group Supervision Parenting Time Facilitator	Program and Department Parenting Time Program
Salary Range (Internal use only)	Starting Salary/Hourly Rate $16.21-$18.55

Job Qualifications (if qualifications are current and included in the **attached** job description, this section does not need to be completed)

Job Summary (if job summary is current and included in the **attached** job description, this section does not need to be completed)

X Current job description attached

Job Status:
__X_ Existing Position ___New Position

X Full-time ___ Part-time __ Relief X Benefit eligible Other _____
20-29 hours ___ 30-39 hours

Schedule T-F 9-6, Sat 9-3 Number of hours scheduled per week 40

Posting Information:
Please list sources where you would like the job posted (the position will always be posted on the FT website and CANPO unless specified otherwise) Free, Supervised Visitation Network_____

X Check here for internal opening only X Check here if attached job description has been written and/or reviewed for accuracy.

Information and/or key words to include in ad:

Requested by_____Jenna Willis- Electronic Signature_____ Date __4/3/19_____

Division Director Signature_____ Date _____

HR Use:
Date received in Human Resources: _____
Date and location posted: _____
Re-post date and location: _____ Date position filled/removed: _____