



3805 Marshall Street, Suite 100  
Wheat Ridge, CO 80033  
(P) 303.422.2133  
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[www.thefamilytree.org](http://www.thefamilytree.org)

**Parenting Time Group Facilitator**  
**2 Positions Available**

**Description**

These positions report to the Program Director at the Family Tree Parenting Time Program. Supervises visits in a group setting with children and a non-residential parent, ensuring safety (physical, mental and emotional) for the child. Documents visitations and provides feedback to parents.

These positions are full-time, non-exempt positions working either **Monday 12-6:30 PM and Tuesday-Friday 9:30-6:30 PM** OR **Tuesday-Friday 9:30-6:30 PM and Saturday 9:00-3:00 PM**. The location for these positions is at Arapahoe County Department of Human Services building at 14980 E. Alameda Dr, Aurora, CO 80012. The salary range for this position is \$18.72-\$22.47 per hour. Benefits information can be found on Family Tree's career page at <https://www.thefamilytree.org/careers>.

**Essential Duties/Responsibilities**

Supervises parenting-time sessions. Completes parenting-time documentation in a timely manner. Assists in facilitating group supervised visits for Arapahoe County CAPS referrals. Assists Coordinator with specific program areas, i.e. client scheduling, new client orientation, etc. Assists Coordinator with meaningful and educational activities during group sessions. Will ensure the implementation, integration and documentation of the evidenced based/nationally recognized information on the Six Protective Factors with each referral received from Arapahoe County:

- i. Nurturing & Development
- ii. Child Development
- iii. Parent Resilience
- iv. Supportive Social Connections
- v. Concrete Community Supports
- vi. Social & Emotional Competence in children

**Other Duties**

Support Family Tree mission and model Family Tree values of commitment, integrity, accountability, inclusiveness, collaboration and advocacy. Identify opportunities and threats related to the Parenting Time Program and report them to the Program Director, Division Director, and staff as appropriate. Attend staff meetings, program supervision meetings, and other meetings as requested. Maintain confidentiality of client information per Family Tree policies, state and federal laws including those regarding timely reporting of suspected abuse or neglect and confidentiality of client information. Adhere to all Family Tree established policies and procedures, and program goals and objectives for the Parenting Time Program.

**Knowledge, Skills and Abilities**

Must demonstrate a commitment to serving and working with all populations and people. Knowledge of community resources, dynamics of domestic violence, high-conflict divorce, child abuse and neglect, and developmental needs of children. Excellent verbal and written communication skills required. Knowledge of mental health and substance abuse issues. Must be able to demonstrate and apply protective factors, Trauma Informed Care and client center approach, which is culturally appropriate, individualized and strengths based. Must have basic computer competency.



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### **Education or Formal Training**

Minimum of a Bachelor of Arts level of education in a Human Services related field of study (per contractual requirements.) Minimum of one-year related experience.

### **Working Environment**

The office space for this position is located at the Arapahoe County Human Services building in Aurora. This position works with challenging situations and family dynamics and one must be prepared and willing to have difficult conversations with all populations, including persons in crisis.

### **Physical Activities**

This position requires accessing rooms that may or may not be handicapped accessible. Talking, hearing (ordinary conversation), seeing (read paperwork, computer work.) Manual dexterity sufficient to operate a computer, calculator and telephone. Physically exert force of 10-15 lbs. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Ability to move quickly (standing, reaching, bending, or possibly climbing onto a play structure) to provide safety to children. Hand flexibility to protect a child from ingesting inanimate objects.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: Job descriptions are not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated.