



3805 Marshall Street, Suite 100
Wheat Ridge, CO 80033
(P) 303.422.2133
(F) 303.422.5707
www.thefamilytree.org

Relief Parenting Time Specialist

Description

This position reports to the Program Director at the Family Tree Parenting Time Program. This position supervises visits with children and a non-residential parent, ensuring safety (physical, mental and emotional) for the child. The position documents visitations and provides feedback to parents.

This is a relief/on-call, non-exempt position working varied hours. The pay rate for this position is \$18.72 per hour.

Essential Duties/Responsibilities

Supervise parenting time sessions. Complete parenting time documentation in a timely manner. Provide phone and in-person testimony when subpoenaed. Provide communication with other professionals involved with clients as requested. Works with other Family Tree Programs to coordinate and provide a continuum of services that are trauma informed, culturally sensitive, focused on safety and empowerment of victims of domestic violence, as well as providing opportunities to address multi-generational service needs.

Other Duties

Provide support for staff, volunteers and interns as needed. Adhere to Family Tree mission, vision, values, goals, and personnel policies. Adhere to Parenting Time Program procedures. Knowledge of Parenting Time Program and other services offered by Family Tree. Continually strive to increase knowledge of community resources, dynamics of domestic violence, high-conflict divorce, child abuse and neglect, and developmental needs of children.

Knowledge, Skills and Abilities

Knowledgeable about Family Tree mission, vision, values and programs. Knowledge of the dynamics of high conflict divorce and domestic violence upon children and victim parents, child abuse and neglect, child development (infancy through adolescence) mental health and substance abuse issues. Knowledgeable about community resources, dynamics of domestic violence, high-conflict divorce, child abuse and neglect, and developmental needs of children. Skilled in de-escalation techniques. Supervised parenting time experience a plus. Excellent verbal and written communication skills required. Must have basic computer competency.

Education or Formal Training

Bachelor's Degree in Social Work or related field is preferred with at least one-year experience working with families involved in child custody disputes, domestic violence, mental health issues, substance abuse issues or equivalent combination of training and work experience.

Working Environment

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 strength sufficient to exert force up to 10 pounds occasionally. 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. Able to speak and hear in ordinary conversation and groups. Normal vision is required, with or without corrective lenses.



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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.