



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

Temporary Parenting Time Specialist-

Description

This position reports to the Program Director at Family Tree's Parenting Time Program. The position supervises visits with children and a non-residential parent or provides safe exchanges with parents and children. This position ensures safety (physical, mental and emotional) for the child at all times. Documentation and feedback is completed during and after visits.

This temporary position which works a set schedule with varied hours including days, evenings, and weekends for up to 19 hours a week for a pre-determined period of time. The position takes place at Family Tree's Parenting Time Program at 1777 Kipling Street in Lakewood. This position is non-exempt with a pay rate of \$18.72 per hour. This position is not eligible for benefits. More information can be found on Family Tree's career page at <https://www.thefamilytree.org/careers>.

Essential Duties/Responsibilities

- Supervise parenting time sessions and safe exchanges
- Complete parenting time documentation in a timely manner
- Intervene and redirect as necessary during visits
- Provide communication with other professionals involved with clients as requested

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.



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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 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.