



POSITION DESCRIPTION

Job Title:	Structured Parenting Time Specialist	Ariel Class:	SPT	Location:	
Department:	Structured Parenting Time	FLSA Status:	Non-Exempt		
Reports To:	SPT Lead/ SPT Coordinator	Hours Per Week:	Less than 32 hours		
Office Use Only:	C	Travel Required:	Limited to Moderate 10% - 60%		
Position Summary					
Responsible for supervising and facilitating visits between biological parents and their children that are not in their care.					
Ariel Clinical Services Mission					
To provide safe, nurturing and supportive environments for our clients so that they may have the opportunities to develop their strengths, maximize their potentials and fully participate in society.					
Essential Duties and Responsibilities					
<ol style="list-style-type: none"> 1. Must remain neutral and confidential throughout interactions with the client and general public. 2. Coordinate weekly visits for parents and their children, facilitate the visits. Visits may be in the office or community. 3. Receive weekly confirmation calls from parents. 4. Intervene during the visit, providing feedback or terminating visits, if necessary. 5. Coach parents on appropriate parenting skills. 6. Provide transportation for clients to visits or within the community to facilitate visits. 7. Observe and document parent/child interactions by producing Structure Parenting Time Reports following each visit with the established format and guidelines. 8. Communicate pertinent information to Case Managers and SPT Lead/Coordinator, as necessary. 9. Distribute reports to biological parents. 10. As assigned, attend reviews and necessary meetings at the Department of Human Services. Inform SPT Lead or Coordinator if unable to attend any assigned meetings. 11. Supervise visits according to court orders and other relevant documentation. 12. Testify in court, as required. 13. Document time spent and mileage accurately for each case. 14. Attend supervision with SPT Lead/Coordinator. 15. Establish rapport with clients/families in order that optimal information gathering may occur. 16. Advocate for families with pertinent agencies/individuals where this supports the treatment plan. 17. Attend regular department meetings for the Structured Parenting Time department. 18. Monitor and protect children during visitations with biological parents. 					
Additional Duties and Responsibilities					
<ol style="list-style-type: none"> 1. Must work closely with other Ariel Programs and offices. 2. Performs other duties as assigned. 					

Required Knowledge, Skills and Abilities

1. Knowledge of what a care giver should provide to a child.
2. Ability and willingness to relate to all cultural, ethnic, and socio-economic groups and different lifestyles.
3. Knowledge of Child Development milestones needs and issues.
4. Supportive and positive attitude.
5. Maturity, diplomacy, non-judgmental and common sense abilities.
6. Ability to express authority and consideration.
7. Ability to assist parents, when necessary, with parenting skills.
8. Keen observation skills are required.
9. Capacity to be insightful and reflective concerning personal issues relevant to Structured Parenting Time.
10. Understanding of the dynamics of the separation, including the impact on children and their parents.
11. Basic understanding of the laws governing separation, divorce, child welfare and foster care.
12. The ability to read, speak and write in English.
13. The ability to communicate verbally and in written format in both individual and group settings.
14. Ability to be flexible, and able to change direction rapidly.
15. Ability to work independently, prioritize workload, complete a wide variety of tasks in a timely and accurate fashion and direct others, as needed.
16. Basic computer knowledge including: Microsoft Office Word and Excel.
17. Must be available outside of traditional office hours including nights, weekends and holidays as necessary to perform the functions of the position.
18. Exercise independent judgment within the scope and boundaries of the department, the Agency's Standard Operating Procedures, and Federal, State and Local Rules and Regulations regarding department operations.
19. Ability to organize and present case material in a straight forward and concise written manner such that communication among treatment team members is clear concerning the client/family.
20. Knowledge of basic tenets, interventions and evaluation formats of intensive home based services.
21. Knowledge of family dynamics with regard to communication, interactions, and general functioning as well as parenting skills and intervention techniques.
22. Knowledge of community resources (social, public agency, and information) in order to assist families in accessing these resources.
23. Ability to provide reliable, insured transportation for self and others through the community served.

Highly Desired

1. Bilingual/Bi-literate, preferably in Spanish.

Education and Experience

Required

1. High School graduation or equivalent, minimum 18 years old.
2. Experience in Psychology, Counseling or Social Work.
3. Minimum typing speed of 50 words per minute.
4. Complete in house training for SPT including: CPI, CPR, 1st Aid, and Basic SPT Training, as directed by supervisor.

Highly Desired

1. Bachelor's degree in one of the social sciences or in process of earning such a degree.

Certifications/Licenses
1. Valid Regular Drivers License, with acceptable driving record.
Supervisory Responsibilities
None
Physical Demands
<ol style="list-style-type: none"> 1. This position requires that the incumbent be capable of walking, bending, standing, sitting, stooping, stretching, and/or reaching regularly for periods up to 5 hours without a break. 2. This position requires that the incumbent have adequate hand and finger dexterity to properly perform the functions of the position. 3. This position requires lifting regularly up to 10 pounds and occasionally up to 40 pounds. 4. This position requires the ability to hear, see, smell and distinguish temperature, at a level which is adequate to ensure client and staff health and safety. Corrective devices are acceptable. 5. This position will require daily driving of up to 1 hour per day and occasionally up to 8 hours per day. 6. Climbing may be required from time to time.
Work Environment
<ol style="list-style-type: none"> 1. Exposure to typical climate controlled office environment when in the office. 2. Exposure to all climates and weather conditions while working in the field. 3. Exposure to bloodborne pathogens and infectious disease is possible, but limited. 4. Exposure to hazardous chemicals is possible, but limited.
Required Background Checks & Documentation
<ol style="list-style-type: none"> 1. Central Registry 2. Colorado Fingerprint Check 3. FBI Fingerprint Check – if resident of Colorado for less than 25 months. 4. Acceptable, valid Drivers License and Motor Vehicle Record. 5. Reliable Automobile with adequate, valid auto insurance.