

POSITION DESCRIPTION

POSITION TITLE: Parenting Time Center Monitor

ACCOUNTABLE TO: Director of Parenting Time Centers

LOCATION: Glenwood, MN

PAY SCALE: \$11.00-\$18.00

BENEFITS INCLUDE: Holiday differential for holiday hours worked and Employee Assistance Program

PRIMARY OBJECTIVE OF POSITION: Provides a safe, confidential, and neutral environment for families to exchange children and for on-site or off-site parenting time/visitations.

SUPERVISION RECEIVED: Works under the supervision of the Director of Parenting Time Centers

SUPERVISION EXERCISED: May supervise interns, volunteers, and other staff as assigned

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Facilitates safe exchanges of children between parties, maintains a "no contact" policy
- Intervenes in parent-child interaction that violates policies or procedures
- Uses online Database for daily job duties and documenting services
- Maintaining confidentiality for all participants served
- Ability to be flexible when working with and scheduling participants
- Supervises parent-child interaction and objectively documents on-site and off-site parenting time
- Maintains/updates appropriate information in participant files
- Professional phone etiquette; must be able to learn phone skills, including how to answer multiple phone lines, transfer phone calls, as well as update and maintain phone logs online
- Facilitates communication between parties regarding immediate welfare of their children and services the parties receive
- Recruits, interviews, and trains unpaid staff
- Receives and records payments for services
- Attends interagency meetings, trainings and workshops as directed by supervisor
- Provides parenting information and make referrals to community resources for parties
- Participates in fundraising, grant writing, and events as directed by supervisor
- Maintains a clean office area, including ensuring chores that need to be done are completed

OTHER RESPONSIBILITIES

Performs other duties and assumes additional responsibilities as directed by supervisor to ensure efficient operations.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- A high school diploma or equivalent (G.E.D.)
- Work experience/education in child development, social work, foster parenting, mediation helpful but not required

Necessary Knowledge, Skills and Abilities

- Working knowledge of civil court orders
- Ability to communicate effectively orally and in writing

- Must be computer literate
- Skills in operating listed tools and equipment
- Skills in managing crisis situations/conflict resolutions skills
- Ability to establish and maintain effective working relationships with co-workers, supervisors, clients, and the general public

TOOLS AND EQUIPMENT USED

- Requires use of internet, Microsoft Office, Outlook, Excel, online database systems, phone system, copy and scan machine, and other office and communication equipment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to climb, kneel, reach, stand, walk, push, pull, lift, and move about freely.
- Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the environment without clients is usually quiet. The noise level can be increased, depending on the noise level of the families we serve.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

It is the policy of this agency to provide equality opportunity in employment to all persons, to prohibit discrimination because of race, color, economic status, religion, familial status, parenthood, national origin, place of residence, political affiliation, disability, marital status, status with regard to public assistance, social status, gender, sexual orientation, age, or physical ability in all aspects of its personnel policies, programs, practices, or operations.

3.2019

Mission statement: **Someplace Safe works to create safer communities in West Central Minnesota by providing high quality crime victim services.**

Vision Statement: **Safer Families, Safer Communities**

Core Values: **Respect, Collaboration, Integrity, Dedication, Strategic Innovation**

