



# Parent Aide Job Description

## Maricopa County

*Agape Adoption Agency of Arizona, Inc. provides family preservation services through its Agape Family Services program arm.*

### **Summary**

Agape Family Services (“Agency”) Parent Aides increase parent protective capacities so that the parents have the cognitive, behavioral and emotional ability to protect their children, the children can remain in or return to the care of their parents, and the likelihood of repeated reports of abuse or neglect is reduced or eliminated. This position involves working together to achieve positive outcomes by providing parents with structured, individualized and team supports. Parent Aides also provide supervised visitation between children in out of home care and their parents, siblings or family members. Primary duties include observing and recording interactions during the visit, coaching and modeling of parenting skills, connecting parents to available formal and informal community resources, and transporting children to and from the visitation. All intakes, skills sessions and visits occur in the home unless identified otherwise by Arizona Department of Child Safety (DCS). Starting salary range is \$15.00 - \$16.50 per hour.

*This is a home-based position, with most caseload activity occurring in the field and in client homes. Applicants desiring this option must own a reliable cell phone that is kept charged at all times, a computer with internet access and Microsoft Office software installed.*

### **Case Work Responsibilities:**

- Provides parenting skills in a culturally appropriate manner.
- Provides education and training in activities related to home management, discipline techniques, communication skills, and other skill areas as determined appropriate.
- Supervises visits between children and their parents and/or others deemed appropriate at the request of the DCS case manager and follows DCS direction as to the location, frequency, duration and who may be present during the visit.
- Ensures that visitation occurs at times that are convenient to children, families, **including evenings and weekends**.
- Provides documentation of client interactions, including the child’s reactions before, during and after visitation.
- Maintains client records and files in a complete and efficient manner, meeting all required deadlines.

### **Desired Outcomes:**

In carrying out the responsibilities and accountabilities outlined above the Visitation Specialist will be contributing towards the following outcomes:

- Assigned children and families are appropriately supervised and feel supported;
- Children are safe and receiving proper care and supervision;
- The Agency is able to track and report the progress of clients on the Visitation Specialist’s case load accurately at all times.

### **Requirements:**

- A clean, current driver’s license free of DUI suspensions or revocations and reliable transportation that is well-maintained and fully insured, with at least 2 seat belts free for use with Child Safety Seats
- Must be 21 years of age
- Bachelor’s in Human Services or directly related degree and two years’ experience working in the Human Service Field
- Must be computer literate with knowledge of Outlook and Microsoft Office programs (i.e. Word, Excel).
- Ability to work evenings and weekends to accommodate client schedules;
- Able to lift children weighing up to 40 lbs, able to run short distances to retrieve children, if necessary, able to climb stairs;
- Computer literacy and familiarity with Microsoft Office products;
- Ability to obtain a DPS Level One Fingerprint Clearance Card;
- Bilingual ability (Spanish and English) is desired but not required.

**Interested applicants should send cover letters and resumes to [administration@agapeaz.org](mailto:administration@agapeaz.org)**