

**West Valley Child Crisis Center  
Job Description**

**TITLE: Parent Aide**  
**PAY RANGE: DOE**

**FLSA STATUS: Exempt**  
**DEPARTMENT: Family Reunification**

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**POSITION SUMMARY:** The Parent Aide is responsible for providing a range of support services to families referred from the Arizona Department of Child Safety. The Parent Aide is a full-time position.

**REQUIRED SKILLS AND KNOWLEDGE:**

- Minimum of Bachelors Degree in a human services field or;
- Two (2) years of experience in a human services field with a high school diploma;
- Basic knowledge in the principles of parenting and child interaction, case management, child development and social services preferred;
- Ability to de-escalate crisis situations and model proper, positive behaviors;
- Excellent communication skills with the ability to work independently and manage time/tasks effectively;
- Knowledge of Microsoft Office Suite;
- Ability to interact in a positive, warm and friendly manner with individuals of any economic, educational, social, racial, ethnic or cultural background; and
- Ability to speak Spanish preferred.

**ORGANIZATIONAL RELATIONSHIP:**

The Parent Aide reports to the Parent Aide Supervisor.

**ESSENTIAL FUNCTIONS:**

- Transport child(ren) to supervised visitation location;
- Supervise the visit between non-custodial parents and their child(ren). This includes monitoring and, if necessary, intervening with the parent or child when inappropriate behaviors are demonstrated;
- Assess skill level and needs of biological parents;
- Create service plan in collaboration with Arizona Department of Child Safety Specialist and client;
- Provision of evidence-based parenting skills training in the residence of the client, education and training in life skills and accessing community resources;
- Monitor and document interactions during supervised visit on visitation summary reports;
- Terminate the supervised visitation if the visit becomes harmful to the child;
- Maintain a professional relationship with parents, family members and children;
- Be prompt in keeping appointments and adhering to agreed upon schedules;
- Record time, mileage and supervised visitation on required documents. Turn in reports and forms by due date;
- Respect the visitation site location rules regarding visitation procedures; and
- Abide by the Department of Child Safety's confidentiality standards.

**OTHER REQUIREMENTS:**

- Applicants are subject to meeting appropriate background standards including qualifying for an Arizona Level One Fingerprint Clearance Card;
- This position requires the use of the applicant’s personal vehicle. Individuals must be physically capable of operating a vehicle safely, possess a valid driver’s license, have auto insurance, and have an acceptable driving record (no DUIs, no more than two moving violations, no more than one excessive speeding violation, no at-fault accidents on record, no criminal violations);
- Some positions will require the performance of other essential and marginal functions depending upon work location or assignment;
- Be at least 21 years of age with a valid driver’s license; and
- This position requires evening and weekend availability.

**WORKING CONDITIONS:**

Work is performed in the community with exposure to inclement weather and unpredictable crisis situations.

**TO APPLY:**

Submit a letter of interest and resume to:

West Valley Child Crisis Center  
 Attn: Jana Montes, Human Resources  
 18001 N. 79<sup>th</sup> Ave. Suite C-56  
 Glendale, AZ 85308  
 Fax: 623-848-8864  
 E-mail: [jmontes@wvccc.org](mailto:jmontes@wvccc.org)

For more information about West Valley Child Crisis Center, visit [www.wvccc.org](http://www.wvccc.org).

The above statements are intended to describe the general nature and level of work performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel. Other functions may be assigned and management retains the right to add or change the duties at any time.

Position Description Reviewed:

Team Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Original Signed Position Description should be filed in Team Member’s Personnel File. Copy should be provided to Team Member.**