

Lutheran Family Services Position Description

Position Title: Parenting Time Specialist

Paygrade: D

Effective Date: August 17, 2010

Reports to: Safety and In-Home Coordinator

Appointed By: Safety and In-Home Supervisor

Region: Children Services

Location: Omaha

FLSA Status: X Non-Exempt Exempt

LFS Mission Statement:

Lutheran Family Services expresses God's love for all people by providing quality human care services that build and strengthen individual, family and community life.

LFS Values:

Respect all people, families and communities. The pursuit of excellence is achieved through the education of staff and the celebration of diversity, collaboration and change. Integrity, accountability and teamwork are values that guide our communication and work in a manner that upholds the Agency's reputation and Christian value base.

Job Purpose:

To provide supervised parenting time and In-Home Safety services to individuals and families.

Key Responsibilities:

Direct Service Delivery

- Provide direct services to individuals and families referred to the Safety and In-Home Services Program to ensure the safety and well being of the child during parenting time with relatives.
- Provide parenting time supervision services for families in their own home or community location at times that are convenient for them based on the referral requirements.
- Provide supervision and assistance during parenting time in order to a) provide necessary intervention if safety of the child is in question; b) ensure that topics of conversation are appropriate; c) ensure family members are maintaining appropriate roles; and d) the parenting time is positive and productive.
- Address inappropriate behaviors as outlined in the referral and/or case plan.
- Maintain observation throughout the session and document the interactions of the family members.
- Respond to client referrals within 24 hours, and make initial face-to-face contact within 48 hours.
- Provide on-call services as needed.
- Maintain ongoing verbal and written contact with Health and Human Services (HHS) case managers, lead agency service coordinator and Lutheran Family Services staff involved with the case.
- Coordinate, arrange and/or provide transportation in accordance with the referral and authorization.
- Participate in team meetings as needed or requested.

Record Keeping

- Provide accurate timely progress notes, reports, documentation, service plans, aftercare plans, and discharge summaries in accordance with Agency policy and procedure.
- Submit billing and time sheet information according to Agency policy and procedure.
- Collect statistics and implement all Continuous Quality Improvement (CQI) procedures.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.

Collaboration and Community Relations

- Collaborate closely with In-Home Safety and support team to ensure continuity of care to the children and their families.
- As needed, and through the guidance and support of the Program Director, interact with HHS Case Managers, other human service agency professionals, community therapists and psychiatrists, and the court system to offer information and insight regarding biological family interaction and progress during parenting time.

Growth and Development

- Participate in supervision and staff meetings as requested for program planning and assessment as well as personal and professional development.
- Through individual reading, workshops, videotape presentations and case consultations, work to build support skills to meet referral source expectations and provide the highest quality services.
- Attend required pre- and in-service training.

Professionalism and Confidentiality

- Keep all client names, information and other Agency business confidential.
- Guard client confidentiality in waiting areas, during phone contact and in the handling of records.

Interpersonal Relationships

- Maintain a positive, respectful demeanor in all contacts with staff and the public.
- Seek needed guidance in handling difficult client situations and establishing priorities for the job.
- Work to build positive, productive relationships with other staff.
- Other duties as assigned.

Job Requirements:

- High school graduation required; some continuing education in human services preferred
- Must be 21 years old
- Must be able to provide regular attendance
- Understanding of cultural values and beliefs of populations being served
- Experience working with children, especially children in out-of-home placement, preferred
- Bilingual (Spanish, Arabic, Nuer, or Dinka) skills preferred
- Ability to work independently and make appropriate decisions in crisis situations
- Hours include evenings and weekends
- Valid driver's license, proof of liability insurance and ability to drive for Agency business
- Commitment to the mission of Lutheran Family Services

Hiring Manager Signature _____

Date _____

Employee Signature _____

Date _____

Director Human Resources _____

Date _____

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