

THE DULUTH FAMILY PARENTING TIME CENTER

Program of the Domestic Abuse Intervention Programs (DAIP)

DFPTC Specialist – 15 Hours Per Week – Monday 4-8pm, Wednesday 4-8pm, and Sunday 9am – 4pm

(Please note: Flexible time off when requested in advance.)

REPORTS TO: DFPTC Coordinator

TEAM: Duluth Family Parenting Time Center

The Duluth Family Parenting Time Center is a child-focused service, which provides a safe and comfortable place for parents and children to continue building positive relationships. Most often problems exist over visitation between the custodial and non-custodial parent. Most of our families have experienced domestic violence. We are looking for someone who has experience working with children, can effectively work with people in crisis and is familiar with domestic violence. The Domestic Abuse Intervention Programs (DAIP) works to eliminate violence in the lives of women and their children and is committed to the elimination of racism, sexism, classism, homophobia and other oppressions. We are looking for employees who are committed to this goal.

Parenting Time Center Direct Service Responsibilities:

- Provide a safe, healthy nurturing and clean environment for children and their parents.
- Monitor on site visits and exchanges.
- Assist in opening the center; set out appropriate games toys, check daily schedule for families, check messages.
- Remain up-to-date on information regarding participating families and surveys.
- Greet both parents and children upon arrival to the center. Introduce self and others when needed. Assist parents when needed.
- Assist in closing the center by completing necessary paper work, clean up, and lock up procedures.
- Maintain complete and accurate documentation in visit results and phone threads for all participants each day.
- Maintain exchange schedule and enter changes
- Assume mandatory reporting duties.
- Communicate to staff and interns about visitation activities and /or concerns.
- Attend team meetings and required trainings.
- Work toward team goals and objectives.
- Meet center policies and procedures.
- Other duties as assigned.

Qualifications:

- Demonstrated knowledge of domestic abuse and the effects on children

- Prefer training in area of families and children issues
- General office and computer skills
- Demonstrated skills in crisis intervention/negotiation skills
- Ability to manage multiple tasks at once
- Ability to work with a team approach
- Must be reliable and flexible

Forward your resume and cover letter to:

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