

NEW HORIZONS CRISIS CENTER (NHCC) IS AN EQUAL OPPORTUNITY EMPLOYER AND EQUAL OPPORTUNITY PROVIDER. Equal Employment Opportunity Statement It is the policy of New Horizons Crisis Center (NHCC) to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, familial status, or age except where such status is a bona fide occupational qualification.

Posting Wage range for this position is \$12.00 - depending on education, knowledge, and experience.

To apply, please submit a completed NHCC application to the Parenting Time Program Director, Kristi Stevenson (<http://www.newhorizonscrisiscenter.org/pdf/NHCC-Employment-Application.pdf>). Position open until filled. Your application can be submitted by mail or in person (109 S. 5th St., Suite 40, Marshall, MN 56258) or e-mail (visitations@iw.net).

NEW HORIZONS CRISIS CENTER JOB DESCRIPTION

Parenting Time Monitor

Title of Position

Parenting Time Program Director

Title of Direct Supervisor

Executive Director

Title of Indirect Supervisor

Position Summary: The Parenting Time Monitor provides a safe, positive and neutral environment for children in the Parenting Time Program by monitoring Parenting Times and Safe Exchanges.

Major Areas of Responsibility

- Implements Parenting Time Program activities, effectively serving client needs that are consistent with the Program's mission and philosophy.
- Observes and records pertinent data in a factual and neutral manner regarding the Parenting Time or Safe Exchange, forwarding reports to appropriate agencies.
- Remains neutral with all parties involved in the Parenting Time or Safe Exchange.
- Collects and records fees for service, as needed.
- Performs housekeeping duties to maintain a clean Parenting Time Center.
- Follows and enforces Program policies during the Parenting Time or Safe Exchange, including never leaving a child alone with the visiting custodian.
- Keeps supervisor informed of job-related issues and important information regarding clients in

a timely and efficient manner.

- Attends and participates in employee meetings, community meetings/events, in-service trainings, workshops and classes to enhance skills related to service delivery.
- Contributes to a positive work attitude by working cooperatively with others and conducting oneself as a team player.
- Maintains confidentiality and reporting criteria as defined by law.
- Performs related work as apparent or assigned.

Qualifications for Entry

- High school graduate or must have GED.
- At least 18 years of age.
- Experience with children and families preferred.
- Ability to communicate effectively, both orally and in writing, with clients, professionals, employees, and others in the community.
- Ability to successfully complete in-house training and orientation.
- Ability to pass a criminal background check.
- Must have own transportation and valid driver's license and insurance.

Supervision of Others

- None