

## **Nurturing Parenting Program Supervisor**

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### *Job description*

**Join Arizona Cooperative Therapies and Make a Difference in the Lives of Children!**

#### **WHO WE ARE:**

Arizona Cooperative Therapies (ACT) is a leading Early Intervention agency and is expanding by adding additional programs through the Department of Child Safety (DCS). We currently work with over 1,000 infants, toddlers, and families in East and West Maricopa and Pinal Counties, providing critical Early Intervention and related services. ACT has been supporting the needs of young children and their families since 2013. Arizona Cooperative Therapies is a cooperative comprised of nine member agencies.

#### **OUR WORKFORCE:**

We are passionate about our work and committed to our mission. We believe that attracting and retaining talented staff who are committed to working collaboratively with each other and the families we serve is vital to sustaining ACT's mission. Our diverse workforce, drawn from numerous professional disciplines to work as a team to help parents better their skills to provide a healthy and safe environment for their child(ren) to flourish in development. ACT's services are delivered in families' homes or in other community locations. ACT's administrative office is located in central Phoenix.

#### **POSITION DETAILS:**

We are currently seeking individuals with a minimum of a Bachelor's Degree in a Human Services related field such as Social Work, Psychology or Child Education and have a minimum of 1 year related child welfare work experience. The Nurturing Parenting Program Supervisor will be primarily responsible for coaching, skill development and administrative oversight and management of the Nurturing Parenting Program. The Nurturing Parenting Program (NPP) provides a curriculum-based parenting skills education and program to improve parenting in the areas of: Expectations of Children, Parental Empathy towards Children's Needs, Non-violent Discipline, Parent-Child Family Roles and Children's Power and Independence.

This is a full time position that will report to the Clinical Director of Child and Family Services.

#### **POSITION EXPECTATIONS:**

This position will attend required DCS trainings upon hire and annually that teach the Nurturing Parenting Program curriculum; ensure that all Home Visitors meet specific required timelines and documentation; uphold ACT, DCS, and Department of Economic Security (DES) values and mission. Engage in regular collaboration and communication with ACT Program Manager, DCS State personnel, and all necessary regulatory agencies. Must be able to respond in a culturally responsive manner to families in crisis and those resistant to program requirements.

#### **DUTIES AND RESPONSIBILITIES:**

1. Referrals: tracks, assigns, and monitors all referrals in accordance with contractual requirements.
2. Provides supervisory consultations and coaching to all program staff by way of 1:1 supervision and departmental staffings.
3. Performs training activities and guidance to all team members using DCS approved best practice modalities.
4. Acts as primary liaison with referral sources and collaborative partners.
5. On-call responsibility to support team members under supervision.
6. Performs record keeping functions in accordance with program policies.
7. Establishes and maintains files using agency electronic health record and the DCS record-keeping system; Reviews files to meet contractual timelines and other requirements.
8. Adheres to the policies, procedures and standards as prescribed by both DCS and ACT.
9. Maintains confidentiality
10. Completes all training as required/assigned.
11. Participates in quality improvement activities.
12. Performs other duties and responsibilities as assigned.

**POSITION REQUIREMENT:**

- Minimum Bachelor's Degree Human Services related field and a minimum of 2-3 year related child welfare work experience
- Masters Degree and Associate level licensure preferred (LAMFT, LAPC, LMSW)
- Previous supervision experience preferred
- Must have reliable transportation, and driving record free from moving violations; Proof of insurance, license and registration required
- Must be able to pass random drug screens, annual background checks and obtain a fingerprint clearance card
- Can perform the duties of the job in a stressful environment.
- Must be able to demonstrate quality organization, written and verbal communication skills
- Proficient computer skills with MS Office Suite: Word, Excel, PowerPoint, Outlook, Office 365 and Adobe
- Positive attitude, proactive mentality, responsive, and strong work ethic

**BENEFITS:**

ACT offers competitive salaries and a comprehensive benefits package including, but not limited to;

- Health, Dental and Vision Insurance
- Generous sick and vacation time
- 10 paid Holidays

- Life and Disability Insurance (100% employer contributed plan)
- 401K Retirement Savings Plan
- Mileage reimbursement

To learn more about Arizona Cooperative Therapies, please visit our website at [www.azcooperatvietherapies.org](http://www.azcooperatvietherapies.org)

*ACT is an equal opportunity employer*

Job Type: Full-time

Schedule:

- Monday to Friday
- Occasional Evenings and Weekends to support staff and families when needed.
- Travel to and from families' homes and other locations is sometimes required

Job Type: Full-time

Pay: From \$20.00 per hour

COVID-19 considerations:

Remote interview process for first interview