



**KIDS' VOICE OF INDIANA  
SAFE CHILD PARENTING TIME (SCPT) PROGRAM JOB  
DESCRIPTION**

**Position Title:** Parenting Time Supervisor (Supervisor)

**Overview:** The supervisor monitors and documents court ordered supervised parenting time between children and their noncustodial parent at the Kids' Voice office. The supervisor assists in providing a safe, secure and positive environment for the children serviced by Kids' Voice. This is a part time position with hours available weekday evenings as well as Saturday mornings and afternoons. Most supervisors work four to twelve hours per week.

**Responsibilities:**

1. Supervise court ordered parenting time visits between the noncustodial parent and his/her child(ren). This includes observing, documenting and if necessary, intervening in the event a parent or child demonstrates inappropriate physical or verbal behavior.
2. Submit an observation report documenting all interactions between the noncustodial parent and his/her child(ren) by using keyboard entry for periods of up to three hours. Reports must be neat, accurate and free from grammatical and spelling errors.
3. Complete and submit all observation reports at the end of each shift prior to leaving the Kids' Voice office.
4. Collect and record payment received for SCPT services rendered.
5. Comply with SCPT policies and procedures to document any issues or concerns that arise during a supervised parenting time visit.
6. Remain non-judgmental and treat all clients with respect and dignity.
7. Keep a safe working environment by following all cleaning and sanitizing protocols.
8. Work with other SCPT staff as a team member to best meet the needs of the client.
9. Record all time worked on the appropriate time sheet.
10. Find a qualified substitute for any assigned shift you are unable to work.
11. Inform the Program Director of planned vacations or extended periods of unavailability with as much advance notice as possible.
12. Maintain strict confidentiality in accordance with the Kids' Voice Confidentiality Agreement.
13. Contact the Indiana Child Abuse and Neglect Hotline immediately at 1-800-800-5556 if you suspect a child is a victim of abuse or neglect.



Parenting Time Supervisor Job Description, cont'd.

**Qualifications:**

1. Minimum high school diploma, eligible to work in the United States and pass criminal background check with no felonies or child abuse or neglect issues.
2. Flexibility to work weekday evening and Saturday daytime shifts, as required.
3. Ability to make quick decisions and solve problems with confidence as well as handle challenging situations calmly.
4. Capable of working effectively with diverse personalities in a tactful, decisive and resourceful manner.
5. Ability to sit in a chair for up to three hours at a time while typing observations that are consistently accurate and thorough.
6. Comfortable using a computer or smartphone to access cloud-based services and apps used in day-to-day operation of the program.

**Training:**

Six to twelve hours of on-the-job paid training must be completed before a supervisor can be assigned parenting time visits. Remedial training will be offered if necessary. A two-hour continuing education workshop is scheduled each quarter and attendance is mandatory for all SCPT staff.

**Compensation:**

The Parenting Time Supervisor is a part time position with a starting hourly rate of \$15 per hour. Supervisors are paid for training as well. Informal performance appraisals are conducted after three and six months of employment and will include consideration for merit pay increases.

Interested? Please contact:

Claudia Needleman

Director, Safe Child Parenting Time Program

317-558-2870 ext. 328

[cneedleman@kidsvoicein.org](mailto:cneedleman@kidsvoicein.org)

*Kids' Voice of Indiana is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, gender identity, gender expression, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Kids' Voice makes hiring decisions based solely on qualifications, merit, and business needs at the time.*