**Family Time Specialist**

**Qualifications**

a. The subcontractor must be over the age of 21 years of age, must have a High School Diploma/ GED/Higher Education, and must be able to provide information on working with children for a minimum of 12 months.

b. The subcontractor must be able to pass a background check, Program requirement, must fulfill all data security requirements, Special Terms and Conditions subcontractor must fulfill all insurance requirements, Special Terms and Conditions.

c. The subcontractor must fulfill all confidentiality requirements, subcontractor must fulfill all confidentiality additional requirements, Program requirements, subcontractor must fulfill the requirement of taking the Mandated reporter toolkit.

d. Subcontractor must take the hands-on car seat training and follow all the policies and procedures provided, and vehicle inspections.

**Statement of Work**

A Family Time Specialist subcontractor provides parent-child, sibling, or transport only services for children, youth, and families (DCYF). The Family Time Specialist subcontractor will be responsible to serve clients in the following manner:

a. Develop transportation schedules to transport client(s) to and from family time/sibling visits, to include picking up and dropping off children to supervised, monitored, or unsupervised visits at locations that are allowed within the referral.

b. Maintain the safety and ensure the well-being of children, youth, and families during visits by engaging parent(s) and sibling(s) with an atmosphere that supports the parent-child relationship, or the relationship between siblings.

c. Must follow DCYF guidelines and procedures pertaining to agency and client confidentiality agreements, mandated reporting agreements, car seat training, culturally relevant services, etc.

**Subcontractors**

Subcontractors contracted with the state of Washington and working with Transformational Ministries Inc. will adhere to the following guidelines:

a. Adhere to all Transformational Ministries Inc. standard operating policies and procedures.

b. Perform all DCYF services in a culturally relevant and sensitive manner.

c. Complete, at a minimum, not less than twenty (20) hours of confidentiality training within six (6) months of beginning work.

d. Will be required by law as a mandated reporter to report any and all suspected cases of abuse and or neglect to: <https://www.dcyf.wa.gov/safety/mandated-reporter>), report(s) must submitted within five (5) working days of the visit day, not incomplete, or not suitable for court presentation.

e. Required to carry and maintain full coverage vehicle insurance with a minimum of 100k/300k for Liability coverages.

f. Complete the Data Security training for contracted providers.

g. Supervisions -staff with the PM over cases and supervisions questions (2 monthly supervisions)-staff cases.

h. Complete required trainings (25 hours within first 5 years of employment).

i. Emergencies, unusual incidents, and safety concerns procedures will directly reflect the DCYF policies and procedures for reporting emergencies and unusual incidents.

j. Maintaining professional boundaries as visitation supervisor according to DCYF regulations as appropriate for supervised, monitored, or unsupervised visits.

k. Sign a Non-disclosure agreement, notifying all parties by contracted times.

l. Understand behaviors, trauma and how to work with children and families.

m. Wear DCYF agency badge when providing transportation and supervising visitations.

**Role of the Family Time Provider**

a. Be on time.

b. No Cell Phone use.

c. Follow the family time/sibling visit referral.

d. Give the family your full attention during the family time/sibling visit.

e. Supervise for child safety and well-being throughout the transport and family time/sibling visit period and intervene when necessary.

f. Document interaction between the parent and child during the family time/sibling visit using the format prescribed by DCYF.

g. Maintain professional boundaries.

h. Communicate health and safety information about the child to the caregiver.

i. Maintain confidentiality.

j. Submit the family time/sibling visit narrative, Incident Report and No-show reports to staff supervisor.

**Employment Opportunities**

Opportunities available include fulltime, part-time, temporary, internship, contract, and substitute.

Compensation Paid (24.95 hour).

Mileage Reimbursement (After 60 miles-.54 a mile).

Compensation will be paid monthly (every 30 days).

Subcontractors make their own schedules.

Will pay administration fees (Calculation based off monthly average).

**\*\*COVID-19 considerations:**  
All subcontractors will be required to wear a mask, wash, and sanitize hands, areas etc.