

RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

PARENTING PLAN COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide parents in high conflict an alternative to litigation and expensive, divisive court battles, and to make decisions or recommendations that are in the best interest of the children.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Facilitates parents' decision making and implements joint decisions in the best interest of their minor children. When agreed to by the parties, make decisions, with the exception of custody primary residence, on behalf of the families.

Discusses and resolves issues of shared parenting such as visitation scheduling and conflict reduction. Makes and amends orders regarding exchange and/or transportation of the child, including specifying time and place for exchange. Changes education, daycare, and/or extracurricular activities for the child.

Assists in dispute resolution and helps educate both parties on the skills needed to resolve issues and avoid conflicts that arise from their specific circumstances. If parties are unable to come to an agreement, act as arbitrator and determine what is best for all parties.

Defines and describes for the parties, in writing, Parenting Coordinator role in the initial contact meeting. Including the difference between a Parenting Coordinator and other forms of conflict resolution, circumstances for meetings with either of the parties, confidentiality of the proceedings and any privilege against disclosure, duties and responsibilities, parties right to seek independent counsel, information necessary for defining and resolving the disputed issues, and other specific, relevant information.

Reports to the court the status of the case, including specific duties for the Parenting Coordinator and recommendations.

Requires a parent to submit or produce a child to submit to a substance abuse screen, psychological or custody evaluation, and provides release for reports or results.

Makes orders more specific to facilitate implementation.

Adjusts times for religious observances and training per child's needs.

Makes written recommendations (not decisions) to the Court if parties do not agree to work with a Parenting Coordinator.

Records outcomes of appointments for purposes of quality control and to provide information upon which to evaluate the costs and benefits of appointments. Provides this information if requested by the Supreme Court.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Minimum of a master's degree in psychology or social work; or forty (40) hours of training in mediations, and either five (5) years experience in mediation or five (5) years experience in family therapy; or an equivalent combination twenty (20) hours of training in areas of domestic violence, violence in families, child abuse, anger management, or psychiatric causes of violence. Must have basic familiarity with child development as it pertains to issues of bonding, attachment, and loss in early life and future child development. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Include performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involve semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Tasks may require sound perception and discrimination. Tasks may require visual perception and discrimination. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks may require infrequent exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 3.5 Maximum Continuous Time: 1

2. SITTING

Estimated Total Hours: 4 Maximum Continuous Time: 2

3. LIFTING/CARRYING

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs			X		
11-25 lbs				X	
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. BENDING/SQUATTING/KNEELING

Tasks: Filing

Frequency: 3 times per week

5. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare		X

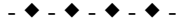
Inside Building	<u>98</u> % of time
Outside	<u>2</u> % of time

6. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

7. **HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp			
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date