

Posted: 07/24/23

## **Teen Triple P Specialist** (Part-time, independent contractor)

Tempe Community Council is seeking an individual to serve as a Teen Triple P Program Specialist to implement the Teen Positive Parenting Program (Triple P) with parents of children ages 13-18. The Triple P Specialist will provide Level 3 Teen Discussion Group sessions and Level 4 Teen Primary Care at various locations during the Triple P programmatic year.

The position will be compensated at a rate of \$24.00 per hour, up to 15 hours per week. Hours are based on the operational needs of the program during the 2023-24 school year. General workdays are Monday-Friday. Evenings and occasional Saturdays are required.

### **Essential Duties and Responsibilities**

- Complete Teen Triple P Discussion Group and Teen Primary Care training and pass accreditation for both Levels (if not already accredited).
- Implement Teen Discussion Group and Teen Primary Care curriculum with fidelity including scheduling, coordinating, and conducting groups using Triple P guidelines.
- Conduct program participant intakes, program orientation for participants, participant support and ensure completion of assessments and other required program documentation.
- Monitor, track, and maintain records of all program participants, document participant feedback for program refinement and prepare detailed quarterly data and narrative reports to update the Chief Program Officer and Executive Director on program status.
- Refer and connect families to appropriate community resources.
- Develop effective working relationships with educational partners, including local school district staff, and maintain regular contact to schedule program activities.
- Coordinate and conduct outreach to engage potential participants and raise awareness of the Teen Triple P program within Tempe.
- Attend regional and local Triple P meetings as scheduled.
- Perform related duties including attending meetings and engaging with other TCC staff as assigned.

### **Minimum Experience & Training**

- Bachelor's degree in Education, Social Work, Family Studies, or a closely related field and two.
- Two (2) years of work experience directly related to human services, parenting education, program coordination, community outreach.
- Must have excellent presentation and facilitation skills and experience documenting program participation and program outcomes.
- Experience creating visual presentations to be used in program delivery.
- Working knowledge of MS Office Suite software.

**Education/Licenses/Certifications**

- Requires the possession of a valid Arizona driver's license.
- Accreditation and experience with Triple P desired, but not required.
- Ability to obtain a Level 1 fingerprint clearance card.

**To apply for this position, submit a resume and cover letter to [tccinformation@tempe.gov](mailto:tccinformation@tempe.gov).**

**Closing Date:** Open till need is met.

**Questions?**

480.858.2300 | [tempecommunitycouncil.org](http://tempecommunitycouncil.org)

**Equal Employment Opportunity** - *Tempe Community Council (TCC) is an Equal Opportunity / Reasonable Accommodation employer. TCC does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, TCC will make a reasonable accommodation(s) during the recruitment and selection process. Persons with a disability may request a reasonable accommodation by contacting TCC at 480-858-2300. Requests should be made as early as possible to allow time to arrange the accommodation.*