

**Alaska Court System  
Class Specification**

**PARENTING PLAN FACILITATOR**

Range: 18

EEO: 02

SOC: 21-1090

Class Code: C0327

**Definition:**

Under general supervision, the Parenting Plan Facilitator (PPF) is responsible for providing a program of evaluation, mediation, negotiation, settlement, and parent education regarding child custody matters.

**Distinguishing Characteristics:**

The Parenting Plan Facilitator is a professional position requiring the incumbent to assist the parties in family cases to reach settlement through an appropriate dispute resolution process, educate the parties on parenting arrangements that are in the best interests of their child(ren), identify and evaluate relevant factors in arriving at recommendations regarding a parenting plan prepared in the best interests of the child(ren) involved in custody and visitation matters. The PPF also would calculate the child support associated with the parenting plan. In appropriate situations, the PPF may interview children either on their own initiative as a part of the dispute resolution process or at the direction of a judicial officer.

Incumbents perform their work with wide latitude in the exercise of independent judgment in determining approaches to take and results to be obtained.

The PPF works under the supervision of another technically proficient professional.

**Examples of Duties:**

Based on court-ordered referral or an office triage process, the PPF will conduct early and neutral evaluations in domestic relations cases involving decision making and parenting time for minor children, facilitate early settlement conferences with parties to address parenting time, child access issues, child support, co-parent communication and other identified concerns; evaluate parents' capabilities and desires to provide for the child(ren)'s needs; assess family/individual needs and available resources; educate parents on issues related to parenting time, and consider all of the best interest factors for children provided in state statute.

Prepare memorandum updating the court or parties, proposed child support calculations, agreed upon parenting plan, and/or confidential child interview reports to the assigned judge and parties involved in the matter. A PPF with appropriate training may also assist the parties in resolving simple property issues.

Occasionally, the PPF will conduct evaluations and make recommendations in underage marriage and emancipation of minor petitions.

Maintain statistical records of cases handled; prepare and submit reports of casework as required.

Travel as approved for training opportunities.

**Knowledge, Skills, Abilities:**

A Parenting Plan Facilitator requires knowledge of:

- Practices and procedures for assessing the needs of parents and children.
- The effects of divorce on adults and children; developmental needs of children; interpersonal relationships and social/family interaction.
- The effects of domestic violence on survivors and children.
- Dispute resolution models.
- Communication and interviewing techniques with adults and children.
- Public and private community resources for families; applicable family law and criteria used by court to determine custody/visitation and support.
- Current literature and general changes in theory and social attitudes which have an effect on the decisions of the courts.
- Court rules, statutes, and case law related to child custody, visitation and support.

A Parenting Plan Facilitator requires the ability to:

- Recognize and assess physical, emotional, psychological, social, and behavioral factors that affect adults and children; appropriately evaluate relevant factors; maintain a professional and unbiased attitude toward individual variation and deviation.
- Evaluate one's own performance, capabilities, and limitations with accuracy; understand the obligations, functions, and programs of the Parenting Plan Resolution Office and their own relation to the families, court, and community.
- Work effectively with emotional/uncooperative clients who are under stress; work cooperatively with attorneys and community social agencies; manage one's own time; and communicate ideas.
- Calculate child support based on data, court rules, online calculators, and any other available tool.
- Provide parenting plan recommendations to the parties involved and prepare comprehensive documentation to any parenting plan agreements made between the parties with the assistance of the Facilitator.
- When appropriate trained, assist parties in reaching agreement on simple property division issues.
- Conduct oneself in a professional manner with little oversight while remaining resourceful and self-motivated to stay apprised of updates in the law, research, and social expectations involving families involved in domestic relations matters before the court.

**Minimum Qualifications:**

A Bachelor's Degree in social work, psychology, law, criminal justice, or a closely related field AND two years of professional work experience in the above fields working with families.

OR

Five years of related professional work experience in the field of family law may substitute for the Bachelor's Degree.

OR

Ten or more years of professional experience in the above fields working with families.

Note: This position is in the partially exempt service. The incumbent serves "at-will" to the appointing authority.

02/91 – Original

09/99 – Revised

01/03 – Revised MQs

06/06 – WPA

12/10 – Revised

02/14 – Remove MQQ's

05/15 – Revised SOC code

07/20 – Revised MQs; Change Job Title