

JOB POSTING

Eastern Plains or Central Prairie Human Service Zone – Parent Aide - Lakota, ND, Cooperstown, ND, New Rockford, ND, Fessenden, ND, or Carrington, ND

Office location and hiring Zone will be determined by the location of the selected applicant.

This position will serve citizens of both Eastern Plains and Central Prairie Human Service Zones regardless of hiring Zone.

Eastern Plains and Central Prairie Human Service Zones are seeking a **Parent Aide** for the Child Welfare/Family Services Department to provide services to families to prevent child abuse and neglect, foster care placement, and to assist with the reunification of families.

Parent Aide example of duties:

- Participate in developing a family plan and support parenting skills through demonstration and instruction
- Guide families in performing household tasks and improving daily living skills
- Provide transportation and assist families in accessing services
- Share information on community resources and available support services
- Supervise parenting time for children placed out of the home
- Accurately document activities using electronic visit verification and/or paper logs

To succeed in this position, you should have strong verbal and written communication skills, computer literacy, collaboration, and decision-making skills. You will have a passion for helping others and making a difference in our community. You will have strong attention to detail, be able to manage your time and priorities effectively and pride yourself on excellent communication skills, empathy, and being a team player.

To be considered for this role, you must have a high school diploma or GED and two (2) years of work experience providing direct care to special populations.

Frequent travel throughout Barnes, Eddy, Foster, Griggs, Nelson, Stutsman, and Wells counties is required.

Must maintain a valid driver's license.

Eastern Plains or Central Prairie Human Service Zone would consider filling this position as a Direct Care Associate underfill, which requires a high school diploma or GED and one (1) year of work experience providing direct care to special populations.

Working for Eastern Plains or Central Prairie Human Service Zone:

Eastern Plains and Central Prairie Human Service Zones partners with the Department of Health and Human Services and Nelson/Wells County to deliver child welfare safety and program protocols and provides employees with the excellent benefits and employment packages offered by Nelson/Wells County as a Nelson/Wells County employee.

Eastern Plains and Central Prairie Human Service Zone team members are offered robust medical, dental and life insurance coverage, as well as an excellent retirement package (ND PERS).

Employees enjoy 10 paid holidays, as well as earning both annual leave AND sick leave days.

About Team ND

"Far and away the best prize life offers is the chance to work hard at work worth doing." - Theodore Roosevelt

Application Procedures

Your resume should include information to demonstrate how you meet the minimum qualifications as posted. If the Department's Human Resource Division is unable to determine that you meet the minimum qualifications credit will not be given. All application material must be received on or before the closing date by 11:59 pm.

Applicants must be legally authorized to work in the United States. The Department of Health & Human Services does not offer or provide sponsorships.

This employer participates in E-Verify. Please visit the following website for additional information: <https://www.hhs.nd.gov/careers/e-verify>

A copy of your qualifying degrees transcript and any applicable certifications or licensures must be provided at the time of an interview.

For more information about the position or if you need an accommodation, please contact Madison Crisman by email or phone at mcrisman@nd.gov or 701.247.2945

Employing Unit: Easter Plains or Central Prairie Human Service Zone

TTY Number: ND Relay Service 1-800-366-6888 (text); 1-800-366-6889 (voice)

If you are experiencing technical difficulties with the Application Process or uploading attachments, please contact recruiter@nd.gov or (701)328-3290.

Equal Employment Opportunity

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.

Closing Date: 06/15/25