

CAREER OPPORTUNITY

Title: Visitation Supervisor, Erma's House

Hours: Part Time, Non-exempt, up to 10 hours per week

Brief Description: Monitors and documents parent-child interactions and exchanges; provides support and guidance to the volunteers monitoring visits. Supervised visitations typically take place Wednesday and Thursday evenings and Sunday afternoons.

ESSENTIAL FUNCTIONS OF THE POSITION

- I. Key Responsibility Area:** Monitors and documents parent/child interactions
 - Objectively observes all assigned visits and exchanges, and documents parent/child interactions
 - Documents the exchange of medication for exchange families
 - Interacts appropriately with children to ensure they feel safe and comfortable during visits and exchanges
 - Completes written reports during the visit and maintains confidentiality of client information
 - Provides intervention, when appropriate and in a safe manner
- II. Key Responsibility Area:** Provides support and problem solving in the absence of the Program Manager
 - Terminates visits when appropriate and in a safe manner
 - Problem solves family visit issues when necessary
 - Monitors visits in the absence of assigned staff or volunteers
 - Ensures the safety and security of the building, staff, volunteers, and clients
 - Assists the Program Manager in training and support of program volunteers
- III. Key Responsibility Area:** Teamwork and professional growth
 - Actively attends and participates in team meetings and assigned informal projects
 - Actively participates in ongoing evaluation process of the program
 - Regularly accesses and utilizes supervision toward professional development
 - Participates in own professional development by attending workshops and trainings
 - Assumes responsibility for bringing issues and goals to supervision meetings
 - Demonstrates an attitude and approach of "team player"

Minimum Education, Knowledge, and Experience:

- Bachelor's degree in Social Work (preferred) or related field and/or relevant work and/or volunteer experience
- Basic computer knowledge
- Knowledge of community resources and the court systems; knowledge of parent-child interaction, family dynamics, divorce, child custody issues, and negotiation skills
- Ability to support and problem solve with volunteers providing services
- Ability to work with diverse populations
- Good communication skills
- Willingness to work flexible hours

*Interested candidates should send a resume with salary requirement to:
Human Resources, Catholic Social Services of the Miami Valley
922 W. Riverview Ave. Dayton OH 45402 or e-mail to jobs@cssmv.org or fax to 937-222-6750*