

CAREER OPPORTUNITY



Title: Visitation Specialist, 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. 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. 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 Program Manager in training and support of program volunteers

III. 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 Ohio 45402
or e-mail to jobs@cssmv.org or fax to 937.222.6750*