



Job Description

Job Title: Family Visitation Specialist

FLSA Status: Non-Exempt (Hourly)

Reports To: Clinical Director or designee

Travel: Travel within the state of Virginia

Schedule: Monday through Sunday (Flexible/PT)

May be required to work outside of Normal business hours

SPECIAL REQUIREMENTS:

- Must pass a FBI Criminal History record check:
- Must pass a Child Protective Services record check FBI fingerprinting check
- Must successfully complete first aid/CPR training adult and children.

Summary:

The Family Visitation Specialist is responsible for conducting intakes and assessments, collects fees, supervising, monitoring, and documenting all interactions between parents and children during family visits. The Family Visitation Specialist will structure a safe and enriching environment for the child(ren) and family members to connect, re-build relationships, and have a positive experience together. The Family Visitation Specialist will coordinate and communicate i.e., with Counselors, Social Workers, attorney's, GAL, and other relevant parties regularly to ensure the best outcomes for the child and their family.

Essential duties and responsibilities and other duties assigned include the following:

1. To supervise visits of non-custodial parents with their child (ren). This includes monitoring and, if necessary ,intervening with the parent or child who demonstrated inappropriate physical or verbal behaviors.
2. To maintain contact with the social worker, attorney, GAL or other relevant parties assigned to the case
3. Takes the lead in publicizing company-supervised visitation services Provide and implement outreach to various community agencies, attorney, and judicial system representative about agencies supervised visitation services.
4. To report as soon as possible any problems or concerns regarding a specific client, social worker or visitation request. Provides information to the courts and social services as requested.
5. To work with the Calvary staff, Social Worker and any other collaborating agencies as a team member
6. to best meet the needs of the client.
7. To treat clients with respect and dignity.
8. To be prompt in keeping appointments and adhering to agreed upon schedules.
9. To abide by the Calvary Counseling Center' Rules of Confidentiality.
10. Others duties as assigned.

Qualifications:

1. Prepared to work independently with flexible hours that may include evenings, weekends and holidays.
2. Proven documentation skills and intermediate level computer skills including all MS Office programs
3. Adhere to all confidentiality requirements.
4. Verbal and written ability to communicate effectively with colleagues, community partners, consumers and all levels of management.
5. Ability to multi-task and prioritize projects and assignments effectively.
6. Ability to work cooperatively in a team environment within department and agency wide
7. Fulfillment of TB test, background check clearance, and any other mandatory Federal/State/County and agency requirements.

Education/Experience:

Any combination of education and experience equivalent to Bachelor's and or Master's degree in a social science/human services field. Experience working with children is a plus.

Language Ability:

Must be able to read and comprehend simple instructions, short correspondence, and memos. Write simple correspondence as well as effectively present information in one-on-one and small group.

Math Ability:

Ability to add, subtracts, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have an intermediate level of working knowledge with Email, Microsoft Word, Excel, and PowerPoint.

Certificates and Licenses:

Must successfully complete first aid/CPR training for adults and children.

Supervisory Responsibilities:

Supervise children and family during observation and exchange.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to walk. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

Employee Signature

Date

Manager Signature

Date