



Supervised Visitation Franklin County Children's Visitation Program (FCCVP) JOB DESCRIPTION

Organization Description: NELCWIT's mission is to eradicate domestic and sexual violence through programs that directly support survivors and by collaborating with others to build safe, anti-racist, just communities where all people have dignity and the opportunity to thrive. NELCWIT is a 501(c)3 nonprofit organization. Direct service employees are members of the local SEIU.

Job Summary: The Franklin County Children's Visitation Program offers supervised visits for children and their non-custodial parents in a safe, non-threatening environment. Families participating in FCCVP are referred by the Franklin County Probate Court and/or the Department of Children and Families when it is unsafe for non-custodial parents to have unmonitored contact with their children.

Part-Time Supervised Visitation Monitors are scheduled every other Saturday from 8:30-5:00pm and as needed if other staff are unable to cover their shifts or when visitation numbers increase. This Monitor will be asked to work every other Saturday from 8:30-5pm.

Monitors are supervised by the FCCVP Coordinator and are responsible for supervising visits between children and their non-custodial parents. This position requires working Saturdays with optional weeknight evenings.

Responsibilities:

- Ensure a safe environment where children can visit with the non-custodial/visiting parent without fear of emotional, psychological, or physical harm.
- Ensure all program participants follow the FCCVP Ground Rules, policies, and guidelines; intervene and/or redirect as needed during the visit to avoid or minimize violations.
- Greet the non-custodial parent, custodial parent, and child(ren) at the beginning of each visit; escort the child(ren) to and from the visit.
- Take an objective, non-judgmental Observation Notes based on actual observations and conversations to document what has taken place before, during, and after each visit.
- Request information from program participants to complete intake forms.
- Provide feedback to custodial and non-custodial parties as needed and relate relevant information to Program Supervisor.
- Set up visiting rooms and restore them to their original conditions.
- Attend meetings for supervision and ongoing training.
- Maintain confidentiality and adhere to agency mission, philosophies, and policies.
- Assure the smooth function of the program when the Coordinator is not on site.
- All other related duties as assigned by the supervisor.

Preferred Qualifications:

- Experience working with children and families, preferably in a supervised visitation setting.
- Case management experience.
- Ability to work effectively with children, as well as custodial and non-custodial parents.
- Ability to set limits and label inappropriate behaviors during visits.
- Understanding of child development theories.
- Thorough understanding of the dynamics of domestic and sexual violence and oppression.
- Commitment to ending violence and promoting social change by actively fighting racism, classism, homophobia, ableism, ageism, and all other oppression.
- Willingness to learn about and actively use multicultural awareness and understanding in daily work.
- Bilingual ability (English/Spanish) preferred.

Required Skills:

- Excellent computer skills
- Organizational skills
- Excellent written and oral communication skills
- Excellent attitude working in a team structure
- Ability to operate with compassion and apply a social equity lens

Position Status: Union, SEIU 509

Position Reports to: Program Coordinator & Executive Director

Start Date: Immediate

Pay Scale: \$23.88

NELCWIT accepts applications by email (preferred) or mail:

Send a brief cover letter and resume outlining your qualifications.

Email: jobs@nelcwit.org

(Please put the title of the position in the subject line)

Closing Date for Cover Letters & Resumes: Open until filled.

NELCWIT is scent/fragrance free environment.

NELCWIT is an equal opportunity provider and employer. People of color are encouraged to apply.

AA/EOE/ADA