

JOB DESCRIPTION

SUPERVISED VISITATION FACILITATOR

Definition of Position:

Under the agency's policies and professional requirements, the Bachelor level Supervised Visitation Facilitator will provide hands-on direct assistance and education to families and children who are referred for Supervised Visitation services. This may include scheduling, transportation, face-to-face supervision, audio and/or video supervision, fully supervised or semi-supervised visits at established visitation sites, parent training and education before and after visits. The target population to be served are those families and children involved with the Division of Child Services. Services may be provided in conjunction with a home-based family preservation program which utilizes a strengths-based solution-focused model.

Major Responsibilities and Related Tasks:

- I. Direct-Line Services
 - A. Provide visits as outlined by the referral source which may include hands-on assistance and education (several times per week) to the family in an effort to meet goals. Inform parents if they are to provide supplies, snacks, or meals.
 - B. Schedule and provide transportation as outlined in the case plan.
 - C. Be available for flexible scheduling 7 days per week.
 - D. Participate in case conferences and court appearances upon request and as outlined in the case plan.
 - E. Participate in ongoing assessment and evaluation of the family's goals. Provide written and verbal feed back to clients regarding their conduct and progress in the visits.
 - F. Monitor and provide a safe visitation environment for children and terminate the visit if it is not deemed appropriate or parties involved have improper conduct. Clearly define the rules of visitation with all parties involved and notify referring agency if rules are violated.

- II. Client Information System
 - A. Provide necessary client information to referring department and the family (contact logs, reports, case updates).
 - B. Establish and maintain appropriate professional files which provide all necessary documentation regarding the family.
 - C. Maintain weekly updates with Supervisor regarding all cases.

- III. Team/Supervision Meetings
 - A. Participate in monthly staff meetings.
 - B. Participate in monthly agency-based training sessions.
 - C. Participate in field supervision with the Supervisor every six weeks.
 - D. Participate in weekly face-to face supervision with Supervisor.

Knowledge and Skills

Activities are governed through a professional code of ethics and rules of confidentiality. A thorough knowledge in the areas of family functioning as mentioned in the Description of Position is expected with emphasis in home-based service delivery. Effective skills should be demonstrated in dealing with families involved in abuse/neglect situations as well as those involved in juvenile delinquency and child development issues. A thorough knowledge of community resources is expected.

Training and Experience

Bachelor's degree in social work, psychology, sociology, or a directly related area and under the direct weekly supervision of a person holding a Master's degree in Social Work, Psychology, Sociology or a directly related field.