

Project AMOR Visitation Supervisor Job Description

Project AMOR Visitation Supervisors are responsible for supervising visits and providing a safe and secure environment, both physically and emotionally, for children in alternate care by supervising visits with their natural parent(s) or another referred participant (e.g. grandparent, adoptive parent) at Project AMOR or another agreed-upon site.

This position also consists of forming relationships with fellow staff, Department of Child Safety (DCS) Case Managers, Foster Parents, biological parents and/or other family members and/or personnel. Project AMOR Visitation Supervisor's should be dependable, flexible, patient and sensitive to the needs of the families and capable of handling emergencies if necessary. This position can be fulltime or part-time and include transporting children to and from visits in an agency vehicle or in staff's personal vehicle which requires staff to have a reliable and operating vehicle and operate in accordance with Project AMOR's Transportation Policies and Procedures. Visits can occur during the week, on weekends and on holidays. Schedules can be flexible but must accommodate children, parent and placement schedules.

Best participants for this position will have past experience (1-2 years) working directly with families and children, have some college or university training (preferably in child development, rehabilitation, social services, counseling, psychology, sociology or other closely related field), be able to operate a computer, be familiar with various software applications and be fluent in Spanish.

Visitation Supervisors shall ensure that:

- Trainings and certifications (DCS & Project AMOR) shall be current at all times and re-certifications shall be renewed prior to expiration,
- They have experience in the referral and intake process which includes DCS and Project AMOR visitation guidelines and the Department of Child Safety Visitation Supervision Continuum
- They have at least 8-12 hours of visitation training prior to supervising visits independently.
- They are able to enforce rules to all parties involved and intervene if agency rules are violated.
- They will monitor visitations and intervene if necessary when parent and/or child exhibit inappropriate physical or verbal behaviors and/or violate any guidelines.
- They will terminate visits if deemed inappropriate or parties involved have improper conduct.
- They schedule and provide transportation (for children) to visits if necessary.
- They maintain contact with the DCS Caseworker assigned to the case and keep them updated.
- They report problems or concerns regarding clients to the DCS Case worker and Project AMOR's Director.
- They communicate with Project AMOR's Executive Director, administrative staff and any other team members to best meet the needs of the client(s).
- They establish, assemble and maintain case files/charts with appropriate documentation regarding client(s).
- They treat clients with respect and dignity.
- They keep appointments/visitations and adhere to scheduled visitations.
- They shall abide by the Department of Child Safety (DCS) and Project AMOR's Rules of Confidentiality.
- They keep records of time and mileage and submit reports in a timely manner.
- They record, type and submit visitation reports in a timely manner.
- They will alert Project AMOR's Director and other parties involved of vacations, illnesses etc., with as much advance notice as possible (especially if a substitute Visitation Supervisor is required).
- They respect Project AMOR's rules regarding visitation procedures.
- They perform cleaning duties, weekly and after all visitations to ensure visitation area is kept neat.
- They attend all scheduled/mandatory staff meetings (usually at least 3 monthly).