Job Title: Supervised Visitation Monitor

Job Description: Provides support to families involved in court ordered supervised visitation

Starting salary: 12.00-14.00/hour

Duties and Responsibilities:

* Commitment to working with parents and children referred by the court for supervised visitation
* Ability to do conflict resolution, crisis management and act as an advocate for children involved in court ordered supervised visitation
* Maintain a flexible schedule to meet the needs of families being served; be available to work on weekends and evenings if necessary
* Personable phone etiquette
* Ability to be a team player and participate in trainings and staff meetings
* Must be detail oriented with strong writing skills
* Bilingual preferred (Spanish/English)
* Ensure confidentiality at all times
* To ensure services are being provided, and are properly documented and billed
* Ability to be on time and conduct business in a professional manner
* Perform other job-related duties as assigned
* Reports directly to SVSE Program Manager

Qualifications:

* Proficiency with manual and electronic filing systems
* Skill in the use of personal computers and related software applications
* Understanding of the multifaceted culture which is represented in the service area
* Stability, responsibility, good communication skills, maturity, consistency, and good listening skills
* Must be 21 years of age or older
* Must be able to complete a CYFD background check
* High School Diploma/GED, some college preferred
* 1 year experience in working with children and families in conflict; human services or related field exposure preferred