



## VISITATION SPECIALIST

### **POSITION PURPOSE (DEFINITION)**

Under general supervision provides supervised visitation for children, youth and their families in a variety of settings including home, community and office settings; provides parenting skills coaching; may provide other services as assigned.

### **ESSENTIAL DUTIES**

- Provides supervised visitation services for children and youth in foster care and their families as ordered by the Court.
- Provides transportation for the child or youth to and from the visitation site; may include transportation to outlying areas of Humboldt County.
- Ensures safety of children or youth at all times during the provision of services; allows no spanking, hitting, or threatening of the child/youth; allows no emotional, verbal, physical, or sexual abuse.
- Ensures that the terms and conditions of the supervised visits are enforced.
- Maintains confidentiality of information including prohibiting self and child/youth to be used to gather information about the other party or caretaker or to transmit documents, information or personal possessions.
- Does not allow derogatory comments about the other parent, his or her family, caretaker, child, or child sibling; allows no discussion of the court case or possible future outcomes.
- Ensures that no visits occur while the visiting party appears to be under the influence of alcohol or other drugs.
- Provides parenting skills coaching during supervised visits as appropriate. Implements CARE (Child Adult Relationship Enhancement) model or other parent coaching models as identified by agency.
- Accurately and efficiently documents all work performed using templates as provided by Changing Tides Family Services; submits documentation in accordance with administrative directions.
- Participates in required professional development activities including initial 24 hours of training.
- Maintains contemporary knowledge of evidence based practices and best practices
- Demonstrates sensitivity in working with children, youth and, their families, and other professionals who may come from diverse cultures.
- Efficiently uses a personal computer, laptop, or other electronic equipment and electronic software supplied by Changing Tides Family Services to prepare required program documentation.
- Completes required program documentation within established timelines
- May testify in court

- Participates at community events, meetings, and activities that support Changing Tides Family Services to achieve its goals.
- Exercises sound independent judgment and takes appropriate action.
- Immediately communicates to Supervised Visitation Supervisor and Family Empowerment Services Director any instances of unusual incidents; submits reports as required.
- Reports suspected cases of child abuse and elder abuse in accordance with mandated reporting requirements.
- Complies with Changing Tides Family Services Personnel Policies and other formal Changing Tides Family Services guidelines and policies.

## **QUALIFICATIONS**

### **Education and Experience**

- Requires minimum two (2) years of work experience with children, youth and families or two (2) years experience working in a social service agency
- Completion of two (2) years of college with course work in child development, social welfare, sociology, social work, or other behavioral science preferred

## **ADDITIONAL-REQUIREMENTS**

- Must be at least 21 years of age
- Must be able to pass a criminal history fingerprint clearance at the DOJ and FBI level within the following parameters:
  - Have no record of conviction for driving under the influence (DUI) within the last five (5) years.
  - Have not been on probation or parole for the last ten (10) years.
  - Have no record of a conviction for child molestation, child abuse, or other crimes against a person.
  - Have no civil, criminal, or juvenile restraining orders within the last ten (10) years.
- Must possess a valid California driver's license, current automobile insurance, and use of a vehicle for work.
- Ability to work a varied schedule including evenings, weekends, and early mornings
- Ability to supervise visits in a variety of settings including home, community and office settings.
- Ability to lift, carry, and install car seats and lift children into and out of car seats.