

## VISITATION MONITOR

Our agency strives to embody the concept of trauma-informed, resilience-oriented services, both internally and externally with our clients, customers, and community partners.

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

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

### **ESSENTIAL DUTIES**

- Provides supervised visitation services for noncustodial parents referred through Humboldt County Superior Court; may provide visitation services for children and youth in foster care and their families as ordered by the Court using a trauma focused, strength-based, client-centered work approach.
- May provide visitation services in the outlying areas of Humboldt County.
- May provide transportation for the child or youth to and from the visitation site; may include transportation to outlying areas of Humboldt County.
- Ensures terms and conditions of the supervised visits are enforced and that the supervised visitation standards outlined in the California Rules of the Court, Standard 5.20 are followed, including, but not limited to:
  - 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.
- Ensures court documents are received and court orders are followed (Access to Visitation only).
- Participates in the intake and orientation of custodial and non-custodial parents with supervisor or may complete intake and orientation of parents independently.
- 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.
- May provide parenting skills coaching during supervised visits as appropriate.
- Ensures that the visitation room is clean and tidy after each visit; reports all room maintenance needs to supervisor.
- Accurately and efficiently documents all work performed using templates as provided by Changing Tides Family Services; completes required documentation within established guidelines; submits documentation in accordance with administrative directions.

Kerry Venegas, Executive Director



Child Care Services • Disability and Special Education Services • Community Services • Behavioral Health



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- 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.
  - 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 supervisor, or Division Director, Deputy Director, or Executive Director in supervisor's absence, 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 of experience working in a social service agency.
- High School diploma required. 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, use of a vehicle for work, and a driving record consistent with agency insurance carrier requirements.
- Ability to work a varied schedule including evenings, weekends, and early mornings.

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- 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.