

Visit Monitor – Family Visitation Program

The Family Visitation Program (FVP) provides supervised visits and safe exchanges to families with a history of domestic violence, substance abuse, child abuse and neglect, mental health issues, and/or high-conflict parental separation. FVP provides a safe place for children to visit and form healthy relationships with their non-custodial parent, or to swap between parents for weekend visits. Parents have no contact while using the service. Families are referred by Family Court and the Department of Social Services.

Visit Monitors supervise visits and exchanges. The primary goal of supervision is to ensure the physical and emotional well-being of the child. Visit monitors conduct 15 minute coaching/goal setting sessions with visit parents before and/or after visits. Extensive objective notes are taken on all visits and exchanges and visit monitors are responsible for ensuring neutral, accurate records.

Hiring Range: \$9 - \$11/hour

Hours:

- Part-time variable, 6-14 hours per week
- Primarily Tuesdays, Wednesdays, and Thursdays from 3:30 to 7:30 PM
- Flexible Friday and Sunday afternoons a plus
- Schedule subject to change on a weekly basis

Job Responsibilities:

Monitor visits and exchanges

- Monitor visits and conduct exchanges in accordance with policies, which includes taking extensive objective notes on each visit/exchange
- Enforce program rules and procedures
- Collect fees from parents
- Inform case manager of problems and/or concerns
- Intervene in visits as necessary to ensure the safety and wellbeing of children
- Re-direct parent behavior as appropriate
- Suggest developmentally appropriate games and activities as needed

Parent coaching sessions

- After training, conduct goal-setting/coaching sessions with visiting parents before and after supervised visits
- Be aware of goals set during visit and assist parent in meeting/tracking goals
- Maintain records of coaching sessions and goal progress

Training

- Participate in ongoing in-service training sessions outside of scheduled working hours
- Accept feedback from case manager concerning note-taking and client interactions

Other

- Attend staff meetings (two Tuesdays per month from 4:00-4:30 PM)
- Share information about services with community members
- Complete other tasks as assigned

Qualifications:

Minimum Requirements

- Ability to see and hear
- Ability to follow written and oral directions
- Fluent speech and understanding of English language
- Ability to write clearly in English
- 21 years of age or older

Candidates will the following characteristics/experiences will be considered favorably

- Social Work degree
- Completion of training program
- Willingness/ability to treat all clients with respect and dignity
- 4-year degree in relevant field or a 2-year degree and 1 year human service experience
- Excellent written communication skills
- Experience working with parents/children
- Knowledge of appropriate parenting and child development
- Knowledge of/training in family systems, child abuse, mental health and domestic violence
- Experience with giving and receiving feedback/coaching/goal setting/active listening
- Experience with highly sensitive and confidential information
- Willingness to adhere to firm rules and boundaries
- Experience setting personal boundaries with clients
- Flexibility and willingness to do what it takes, make changes as needed, learn from experience, and move forward efficiently.

To apply, carefully read and follow these directions:

1. Send a cover letter in the body of an e-mail. Cover letters should address the following:
Cover letters that do not include this information will not be considered.
Discuss your experience with/knowledge of:
 - Coaching/facilitation
 - Family systems
 - Working with children
 - Working with individuals with mental health concerns and/or a history of domestic violence
2. Send a **ONE PAGE** resume attached to same e-mail in an MS Word document.
3. **Absolutely no phone or drop-in inquiries.**
4. **Deadline: Interviews will begin the week of November 30th.**

Send to: employment@mediatebuncombe.org **Attn:** Laura Jeffords, Executive Director

Open until filled.