

Job Description

Job Title: Visitation On-Site Manager	Division: Community-Based Care: Visitation Services
Created: 02/29/2012	Amended: 09/22/2014
Job Code: 23-07 Role: Support of Reunification	Function: Direct Care Wage & Hour Status: Non-Exempt

Employee Name:	Dept Name/RU:
Supervisor:	Positions Supervised:
Component Director	
Position Summary	
The purpose of this position is assure safety and promote positive parenting behavior during visits of family members at the Center and to manage daily operations of the Bonifay and Marianna service sites.	
Requirements	
<p>Minimum Training, Credentials and Experience: Bachelor’s degree in a human services discipline. One year working with children and families. Compliance with minimum standards for screening of personnel in accordance with FS 394.4572.</p> <p>All Supervised Visitation employees must also complete Life Management Center’s New Employee Orientation, complete all training modules specified by the Florida State University Clearinghouse for Supervised Visitation, attend CPR and First Aid training, spend five hours with an experienced monitor, and read the handbooks for Family Associates and Systemic Training for Effective Parenting.</p> <p>Role Requirements</p> <ul style="list-style-type: none"> ▪ Use a computer. ▪ Possess reliable personal transportation for completion of job duties. ▪ Travel locally to vendors and other locations as necessary. ▪ Possess a valid Driver’s License. ▪ Work within the guidelines established in the policies and procedures of the agency and program. ▪ Understand and practice according to state and federal statutes, rules and policies that relate to visitation services. <p>Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization’s website at www.lifemanagementcenter.org.</p>	
Wage & Productivity Minimum	

\$30,500 annual salary

Competencies

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- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Autonomy - Ability to act with independence and show good judgment in seeking guidance from supervisory staff.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Diversity Orientation - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Trauma Awareness- Attunement to the presence to trauma indicators and the ability to project safety and trust in relating.
- Empathy - Ability to appreciate and be sensitive to the feelings of others.
- Tact - Ability to show consideration for and maintain good relations with others.
- Ethics - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Relationship Skills - Ability to effectively build relationships with customers and co-workers.
- Self- Management Skills - Ability to organize and direct oneself.
- Team Building - Ability to participate with others to achieve goals.
- Organizational Skills – Ability to manage time, adhere to deadlines, prioritize tasks.

Position Function (reason position exists - supports Community-Based Care System and organizational mission)

- Performs the duties included in the job description of the Family Visitation Associate and the Enhanced Visitation Specialist.
- Relate effectively to families, foster parents, and team members of the community-based care system.
- Maintain effective communication with Community-Based Care partners to assure efficient, coordinated service provision.
- Conduct program activities on a flexible basis that suits the schedules of families.
- Maintain an accessible and safe service milieu that promotes the welfare of the child and family and facilitates parent/child interaction during contact.
- Ensure that contact between parties proceeds pursuant to the visitation agreement.
- Relay relevant information relating to the child's welfare between the custodial and non-custodial parent at the commencement and conclusion of supervised visitation (e.g. special needs, medication, diet, etc.).
- Intervene, when necessary or appropriate, to ensure the welfare of the child or parent.
- Promptly report any concerns regarding the safety and wellbeing of visitors and staff to the Component Director.
- Exercise discretion to withhold presentation of any inappropriate item or gift from the non-custodial parent to the child.
- Exercise discretion to end supervised visits when he or she believes that the safety of the clients, program staff and volunteers cannot be reasonably ensured.
- Recommend to the Component Director termination of services due to safety concerns or visitor inability to comply with program guidelines.
- Initiate and participate in activities for staff, program and Center development.
- Provide administrative support as needed.

<p><u>Other</u></p> <ul style="list-style-type: none"> • Arrive to work on time, provide appropriate notice when going to be late and follow attendance policy. • Travel in multi-county service region. • Work on a flexible basis that includes weekend availability. • Support the Agency mission and values. • Attend all agency training as directed. 	
<p>Standards of Performance</p>	
<p>Assure the achievement of the following outcomes:</p> <ul style="list-style-type: none"> ▪ 100% of children will be safe from harm during visits under the auspices of the program. 2. ▪ 100% of enhanced visitation participations will have a family-centered service plan that supports the permanency goals of the family. ▪ 90% of program participants will rate their experience as satisfactory relative to achievement of permanency goals. 	
<p>Physical Requirements (physical demands of job i.e. walking, driving, standing, stooping, etc.)</p>	
<p><u>Abilities</u></p> <ul style="list-style-type: none"> ▪ Hear and understand conversational speech and visually observe behavior. ▪ Talk and read. ▪ Exert a force (lift, carry, push, or pull) 10-25 pounds frequently, and up to 10 pounds constantly. ▪ See including close and distance vision. ▪ Sustain long periods of sitting (two to four hours per session). ▪ Travel to and from work sites. <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>	
<p>Position Training Requirements</p>	
<ul style="list-style-type: none"> ▪ Complete annual training requirements as outlined on Individual Plan of Training ▪ Complete required annual corporate training 	
<p>Team Participation (committees/teams in which the employee is expected to participate)</p>	
<ul style="list-style-type: none"> ▪ Children’s Services ▪ Visitation Services 	

<p>Employee’s Signed Acknowledgement Of Receipt Of Present Job Description</p>	
<p>Employee Signature</p>	<p>Date</p>
<p>Supervisor Signature</p>	<p>Date</p>