

Job Description

Position #: 20-16

Employee Name:	Program: Community-Based Care Component: Visitation Services
Working Title or Position: Enhanced Visitation Specialist Volunteer	Volunteer Position
Role: Community-Based Care Function: Support of Reunification	Wage and Hour Status: Volunteer
Supervisor: Component Director II - Visitation	Positions Supervised: None
Position Summary	
The purpose of this position is assure safety and promote positive parenting behavior during visits of family members at the Center.	
Requirements	
<p>Minimum Training, Credentials and Experience: High school graduate or equivalent. Two years working with children and families. Documented experience working in a volunteer capacity with families will be considered. 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>	
Competencies	
<p>Competencies</p> <ul style="list-style-type: none"> ▪ 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)

- Provide safe and supportive supervision for families who participate in visitation.
- Assess for family and parenting needs.
- Create family centered plans that target specific parenting needs.
- Provide intervention during the regular visitation sessions based upon the non-punitive concepts of democratic and respectful parenting identified in Systematic Training for Effective Parenting (STEP). Interventions shall address the following topics, as appropriate:
 - Effective use of praise and positive reinforcement;
 - Avoidance of criticism and punishment;
 - Elimination techniques for negative behaviors;
 - Effective and age appropriate communication skills;
 - Cooperation building techniques; and
 - Appropriate use of consequences.
- Provide family members with information about behavioral health issues and about available services and programs.
- Complete reports that document behaviors during visits according to program guidelines.
- Participate in trainings that address the parent child relationship, childhood development, court testimonies, program development, and curriculum development.
- Participate in the management of visiting areas by helping to keep the premises clean and hazard free. Sanitize items used by families according to program guidelines.
- Promptly report any concerns regarding the safety and well being of visitors and staff to the program supervisor.
- Solicit donations of goods and services needed by visiting families.
- Initiate and participate in activities for staff, program and Center development.
- Provide administrative support as needed. Initiate and participate in activities for staff, program and Center development.

Other

- 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 directed training.
- Complete all other duties as assigned.

Standards of Performance

Assure the achievement of the following outcomes:

<ul style="list-style-type: none"> 100% of children will be safe from harm during visits under the auspices of the program. 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.
Physical Requirements (physical demands of job i.e. walking, driving, standing, stooping, etc.)
<p>Abilities</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>
Position Training Requirements
<ul style="list-style-type: none"> Complete annual training requirements as outlined on Individual Plan of Training Complete required annual corporate training
Team Participation (committees/teams in which the employee is expected to participate)
<ul style="list-style-type: none"> Children's Services Visitation Services

Physical & Other Requirements:

Activity	Expectation
Standing	<input type="checkbox"/> Minimal <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Frequent
<input type="checkbox"/> Sitting	<input type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Frequent
<input type="checkbox"/> Driving vehicles	<input type="checkbox"/> Minimal <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Frequent
Lifting and/or Carrying	<input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input type="checkbox"/> Frequent
Bending and/or Stooping	<input type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input type="checkbox"/> Minimal <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Frequent
Other (lift above waist/reaching etc., please explain)	<input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Moderate <input type="checkbox"/> Frequent

Speaking: Yes No
Hearing: Yes No
Reading Comprehension: Yes No

Repetitive motion with hands, wrists, arm Yes No
(e.g keyboard, typing, handwriting, etc.)

Ability to lift and carry up to 15 pounds.

Ability to handle stressful situations: Minimal Moderate Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* Not Anticipated

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. ADA Accommodations will be reviewed for persons with disabilities. We reserve the right to assess undue hardship that results from the provided accommodation and may need to rescind such reasonable accommodation if undue hardship results.

Employee's Signed Acknowledgement Of Receipt Of Present Job Description	
Employee Signature	Date
Supervisor Signature	Date