

**Safe Avenues Is an Equal Opportunity Employer and Equal Opportunity Provider**

The wage for this position is \$18.00 per hour. Position would fill shifts as needed.

To apply, please submit your letter of interest, resume, and job application to Tasha, Director of Harmony Visitation Center. Applications can be submitted by email to [nduran@harmonyvisitation.org](mailto:nduran@harmonyvisitation.org) or through our website [www.willmarshelter.com](http://www.willmarshelter.com).

**POSITION CLASSIFICATION:** Float position

**SALARY CLASSIFICATION:** Non-Exempt

**SUPERVISOR:** Director of Harmony Visitation Center Program

**POSITION PRIMARY PURPOSE:**

Supervise client visitations and exchanges and complete documentation reports for all visitation/exchange services.

**QUALIFICATIONS:**

Associate Degree in Human Service related field or equivalent work experience. Ability to relate to families and acceptance of the population served. Computer skills are necessary. Must successfully complete a criminal history background check.

**Necessary Knowledge, Skills and Abilities**

- Working knowledge of child development and/or care giving role to children
- Working Knowledge of the dynamics and laws of separation, divorce and child welfare
- Working knowledge of direct service programming to victims of domestic and sexual violence
- Ability to work independently
- Skilled in managing crisis situations, and communication of difficult topics
- Ability to establish and maintain effective working relationships

**RESPONSIBILITIES:****A. Ensures that quality parenting time services are provided to clients.****Tasks:**

- 1) Supervise visits and exchanges
- 2) Complete a report of all visitation documentation including; interactions, actions/reactions, greetings/goodbyes, and conversations during visits
- 3) Follow mandated report requirements
- 4) Assure security of visitation site during hours of operation, including: door checks at beginning and end of each shift, set up and maintain proper working order of security equipment, and escort non-custodial parents into and out of Center
- 5) Assign families to visitation rooms
- 6) Arrange weekly activities/crafts for visits
- 7) Intervene as necessary during visits when a child is in distress or an HVC policy is violated;
- 8) Provide referrals for parents or children to other supportive services as appropriate;

- 9) Develop and/or email pictures from visitations to families
- 10) Work a flexible schedule including evenings, weekends and holidays from time to time;
- 11) Maintain building security and cleanliness
- 12) Perform other duties and assumes additional responsibilities as directed

**B. Will be an active participant of the Safe Avenues Team.**

Tasks:

- 1) Attend all required trainings.
- 2) Attend and participate in Safe Avenues staff meetings and case consultation meetings.
- 3) Attend trainings that maintain skills and promote methods of providing quality services to victims of domestic and sexual violence.
- 4) Follow all policies and procedures of Safe Avenues.
- 5) Provide support in accomplishing program goals.
- 6) Positively interact with individuals, organizations, and system partners to further develop cooperative and collaborative efforts in responding to client needs
- 7) Represent programs, employees, and administrative direction positively.
- 8) Actively seek out supervisor when assistance is needed.
- 9) When exercising duties, consciously consider the welfare of clientele and program.
- 10) Take responsibility for assigned duties and show initiative in seeking additional duties.
- 11) Complete other duties as assigned by Executive Director.

**PHYSICAL DEMANDS:**

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made.

Duties include:

- Sitting for up to two hours constantly observing all interactions and listening to all conversations during family visits
- While sitting employee will be recording, in typed form, all interactions and dialogue
- Regularly required to stand and walk; use hands/fingers to handle objects, tools or controls; reach with hands and arms; talk and hear
- Occasionally required to stoop, kneel, crouch, crawl and smell
- Some lifting is required, such as car seats and chairs