Title
Job Description

Title: **Supervised Visitation Worker- Full time, bilingual position**

Department: **Youth and Family Services**

Reports to: **Program Coordinator**

Job summary:
A Worker in the Supervised Visitation Program, within the Youth and Family Services Department, transports children and parent(s) to a neutral visitation site and observes family interactions, assesses the quality of visits from a professional perspective, as well as from the perspective of the parent / guardian and child. The service population consists of families referred from Division of Child Protection and Permanency (DCP&P). Under the immediate supervision of the SV Program Coordinator and the general supervision of the Director of Youth and Family Services, the Worker is responsible for the following activities:

Summary of essential job functions:

Program Administration

- Assure the effective and efficient provision of family transportation, observation, documentation, and completion of all necessary reports
- Conform with all WomenRising guidelines, standards, and policies
- Interact regularly with the SV Program Coordinator, SV Team Members, and referring worker to inform, assist, and collaborate on the provision of visitation services to SV clients
- Participate, when required, in Team and Department Meetings as required by the Program Coordinator and the Director of Youth and Family Services
- Responsible for timely and accurate submission of all logs, statistics, visitation schedule letters, and all other department paperwork
- Maintain programmatic relationships with the funding sources for the department (i.e. DCP&P, and all service providers working with the SV program and the Youth and Family Services Department (i.e. Group Home, Residential Facilities, etc.)
- Assist other department members in servicing callers and walk-in's as necessary-P/T only
- All other duties as assigned

Employee Responsibilities

- Maintain a specific standard of performance according to the policies and standards of WomenRising
- Participate, when required, in staff development seminars and Departmental, Team, and Special Call meetings for Youth and Family Services
- Ensure the confidential treatment of all client records, case notes, and other department paperwork
- Document all interactions with families in a timely and thorough manner
- Complete monthly statistics for timely submission to the Program Coordinator
- Reschedule any SV cancelled visits immediately with all parties involved
- Role model positive parent / child interaction
- Monitor child's behavior before and after the visit closely
- Submit all required documentation to DCP&P in a timely and thorough manner
- Ensure that DCP&P's or the Court's requests are carried out during each visit
- Report any suspected child abuse or neglect to NJ ABUSE

Minimum requirements

- Minimum of a Bachelor's Degree in Social Work , Psychology, or Sociology
- Some experience working with families and children in crisis
- Effective communication and organizational skills
- Valid NJ Driver's License in good standing
- Bilingual (English / Spanish)
- Computer skills-typing and data entry

Abilities required

- Self-directed and highly motivated
- Work well and effectively in a team environment
- Work cooperatively with members from the community
- Advocacy skills
- Effective problem-solving skills
- Effective listening and communication skills
- Effective organizational and time management skills

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the Supervised Visitation Worker. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties in addition to those outlined above from time to time, as needed. WomenRising is an Equal Opportunity Employer

Cover letter with salary requirement and resume may be submitted by way of:

Mail: WomenRising, Inc., Attn: B. Santana, 270 Fairmount Avenue, Jersey City, NJ 07306

Fax: (201) 333-9305, Attn: B. Santana

Email: bsantana@womenrising.org

No phone calls, please.