

**Friends Against Abuse
Job Description**

JOB TITLE: *Supervised Visitation Facilitator*

REPORTS TO: *Executive Director*

CLASSIFICATION: *Casual, non-exempt*

BENEFITS: *Hourly rate*

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JOB SUMMARY: To facilitate supervised visitations between parents and children for both court-ordered visits and non-court ordered visits.

ESSENTIAL FUNCTIONS:

Provide supervision for visits providing a safe place for the children, documenting, re-directing and terminating the visit if necessary. Levels of documentation will vary according to the case.

Work closely with Friends Against Abuse staff to provide case specific supervision for child exchanges, phone calls and visitations.

Ensure all rules are followed and safety is established.

Document visits and phone calls and have a copy of report to FAA after each visit.

Keep files on clients with proper releases, forms, documentation, and schedules of visits, exchanges and phone calls.

Attend meetings on behalf of the agency.

Travel requirement including overnight training and staff meetings.

Maintain positive work atmosphere by behaving and communicating in a manner that fosters good relations with clients, customers, co-workers and supervision.

Treat clients, co-workers and the public in a respectful and courteous manner at all times.

Maintain confidentiality of agency issues.

ADDITIONAL RESPONSIBILITIES:

This job description is not intended to be all-inclusive and employee will also perform other reasonably-related business duties as assigned by the Executive Director.

EDUCATION AND EXPERIENCE:

Knowledge or experience working with domestic violence victims.

Strong writing and verbal skills.

Knowledge or experience working with a diverse public.

KNOWLEDGE, SKILLS, ABILITIES, OTHER:

Ability to work collaboratively with representatives of social service agencies, guardian-ad-litem, courts, and recipients of the program services.

Ability to empathize and communicate with a wide variety of people.

Ability to work as a team member.

Good written and oral communication skills.

Ability to organize and manage time effectively.

Able to maintain confidentiality at all times.

Must be able to maintain proper boundaries with those that we serve.

Must have auto insurance coverage that meets the minimum requirements of Minnesota State law on the vehicle used for work.

Requires sitting, standing, bending, stooping, and reaching with sufficient manual dexterity to operate standard office machines such as computers, fax machines, calculators, copy machines, and telephone.

Must pass a MN background check.

Updated 9/2021