Kids First Family Visitation Specialist (Part-Time)

Job Description

 Supervised by: Director of Visitation and Exchange

 Minimum Qualifications: A bachelor’s or an associate degree. Relevant experience will also be considered.

 Hourly Rate: Starting rate is $17.11 per hour. Position is 17-21.5 hours per week. Schedule includes working two or three evenings and every other weekend. Weekday evening hours are 3:30 p.m. to 8:00 p.m. and weekend hours are Saturday, 9:00 a.m.-5:00 p.m. and Sunday, 11:00 a.m.-7:00 p.m. This is a non-benefited position.

 Classification: Non-Exempt

 Responsibilities:
 1. Ensures compliance with policies, procedures, and standards of practice.
 2. Coordinates and monitors supervised visitation and exchanges.
 3. Documents observations of each visitation and exchange service.
 4. Provides court testimony for clients when so required.
 5. Conducts intake interviews with all custodial and visiting adults.
 6. Acts as a liaison between custodial and visiting adults and their attorneys.
 7. Trains and assists volunteers providing services to the Kids First Program.
 8. Participates in collaboration with the courts, attorneys, state networking office, social service agencies, law enforcement and human service agencies. Furnishes judges, attorneys and clients with requested reports and correspondence.
 9. Participates in keeping the facility clean, organized and in good working condition.
 10. Completes special projects as assigned.

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 Email completed application, cover letter, resume, and voluntary affirmative action report to Kristina S. at kristinas@cviconline.org. Please contact Kristina S. at 701.746.0405 with any questions.

 Applications will be accepted until the position is filled.