

Kids First Visitation Specialist (Part-Time)



Job Description

Supervised by: Kids First Program Coordinator

Minimum Qualifications: A bachelor's degree in a human service field or one year of experience working in supervised visitation. Experience working with children is preferred.

Hourly Rate: Starting rate is \$16.11 per hour. Position is 21.5 hours per week. Schedule includes working 3 evenings per week from 3:30 p.m.-8:00 p.m. and every other weekend, Saturday, 9:00 a.m.-5:00 p.m. and Sunday, 11:00 a.m.-7:00 p.m. Pro-rated benefits available.

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. Assists with snow removal, as needed.
10. Completes special projects as assigned.

Required Application Materials include CVIC employment application, cover letter and resume. Submission of Affirmative Action report is voluntary.

Be life changing with us. **Apply today** by completing an employment application at <http://cviconline.org/about-us/careers-internships-volunteering> (click the employment application link) and submit along with a resume and cover letter.

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.