

Mitchell Area Safehouse Family Visitation Center

Position Description

Title: Part Time Monitor Specialist

Hours: Hours will vary and will consist of afternoon and evening shifts and rotating weekend hours.

Qualifications:

- High school education required.
- Basic knowledge, understanding and experience working with custody and family issues.
- Basic knowledge of child development and experience working with children.
- Must be willing to work evenings and weekends.
- Ability to type 40 words per minute.
- Excellent writing and grammar skills.
- Excellent computer skills.
- Good listener, self-motivated, able to relate well with others.
- Ability to respond effectively to crises.
- Ability to effectively handle difficult and/or aggressive clients.

Responsibilities:

- Supervision of on-site visits, phone visits, and assisted exchanges between children and non-custodial parents.
- Observe and document specific interactions for each sponsored on-site, phone, or assisted exchange visit.
- Enforce all Family Visitation policies and protocols.
- Communicate any violations of policies and protocols to the Supervisor.
- Review observation forms for accuracy and submit as scheduled.
- Maintain accurate client files.
- Maintain high standards of housekeeping, grounds keeping at the center and other duties as needed.
- Other duties as assigned by the Visitation Supervisor or Administrator/Executive Director

HOW TO APPLY

Submit resume and cover letter to:
renae@mitchellareasafehouse.org