



5320 State Hwy 49N #5/P.O. Box 543, Mariposa, CA 95338
 Office: (209) 742-5095 Fax: (209) 742-5096
 Email: n8tivesolutions.center@gmail.com

Job title	<i>Supervised Visitation Monitor</i>
Reports to	<i>Director/Executive Director</i>
Pay Rate	<i>\$18.00 Per hour</i>
Employment Status	<i>Fulltime (40 Hours/Weekly)</i>
Send Resume to	<i>Sam Tucker - sam@nativesolutionscenter.com</i>

Job purpose

The Supervised Visitation Facilitator at Native Solutions Family Guidance Center is responsible for providing direct assistance and educational support to families and children referred for Supervised Visitation services. Adhering to agency policies and professional standards, the facilitator's duties include scheduling, transportation, face-to-face supervision, audio/video supervision, and conducting fully or semi-supervised visits at designated sites. Additionally, the facilitator will offer parent training and education before and after visits. The target population served includes families and children involved with the Department of Child Services and Family law custodial cases.

Duties and Responsibilities: Supervised Visitation Monitor

1. Visit Facilitation and Education:

- Conduct supervised visits as outlined by the referral source, providing hands-on assistance and education to families several times per week.
- Facilitate orientations with all parties to inform them of guidelines and, if permitted, provide necessary supplies, snacks, or meals during visits.

2. Scheduling and Transportation:

- Schedule and arrange transportation for visits as specified in the case plan.
- Be available for flexible scheduling to accommodate the needs of the families.

3. Case Conferences and Legal Involvement:

- Participate in case conferences and attend court appearances upon request, as outlined in the case plan.
- Engage in the ongoing assessment and evaluation of family goals.

4. Feedback and Progress Monitoring:

- Provide written and verbal feedback to clients regarding their conduct and progress during visits.
- Monitor the visitation environment to ensure safety and terminate visits if improper conduct occurs or the situation becomes inappropriate.



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- Clearly communicate the rules of visitation to all parties and notify the referring agency of any rule violations.
5. **Client Information and Documentation:**
- Maintain accurate and up-to-date client information in the Client Information System, including contact logs, reports, and case updates.
 - Establish and maintain professional files with all necessary documentation regarding the family.
 - Provide weekly updates to the Supervisor on all cases.
6. **Team Collaboration and Supervision:**
- Participate in monthly staff meetings and agency-based training sessions.
 - Engage in field supervision with the Supervisor every six weeks.
 - Attend weekly face-to-face supervision sessions with the Supervisor.

Other Duties and Responsibilities as Assigned 25%

- **File Organizing:** They handle the organization and maintenance of physical and digital files, ensuring that documents are easily accessible and securely stored.
- **Scheduling Appointments:** They manage calendars for executives or teams, coordinate meeting times, and ensure that schedules are kept up to date.
- **Assisting Staff Members:** Administrative assistants often help with various tasks needed by other staff, such as preparing materials for meetings, handling travel arrangements, or providing support for projects.
- **Drafting Correspondences:** They prepare and proofread letters, emails, reports, and other communications, ensuring clarity and professionalism.

These responsibilities ensure that the monitor provides comprehensive support to families while maintaining a safe and structured environment for supervised visits. Activities are governed through a professional code of ethics and rules of confidentiality. A thorough knowledge in the areas of family functioning as mentioned in the description. Effective skills should be demonstrated in dealing with families involved in abuse/neglect situations as well as those involved in juvenile delinquency and child development issues. Additionally, the supervising monitor will assist with administrative tasks, including organizing and maintaining files and records, scheduling and coordinating appointments and meetings, drafting and proofreading correspondence and reports, managing office supplies and inventory, supporting staff with various project needs, handling customer inquiries and ensuring effective communication.

Minimum Qualifications: Supervised Visitation Monitor

- Experience as a Receptionist, Front Office Representative, or in a similar role is desired.
- Proficiency in Microsoft Office applications.



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- Hands-on experience with office equipment, such as fax machines and printers.
- Professional attitude and appearance.
- Strong written and verbal communication skills.
- Ability to be resourceful and proactive when addressing issues.
- Excellent organizational skills.
- Strong multitasking and time-management skills, with the ability to prioritize tasks effectively.
- High school diploma or equivalent.

Additional Requirements

- **Background Check:** Must complete fingerprinting and background checks, including FBI, DOJ, CACI, and Sex Offender registry, upon hire. These will be conducted at the agency's expense. Employment depends on successfully clearing these checks; failure to do so will result in the job appointment's withdrawal.
- **Mandatory Training:** All employees at Native Solutions are required to attend 24-hour Supervised Monitor Training, regardless of whether they perform duties as a supervised monitor.

Working conditions

At Native Solutions Family Guidance Center, our mission is to provide a safe, neutral, and professional environment that allows children to maintain ongoing relationships with both parents while strengthening the family's foundation. We are committed to fostering diversity, celebrating it, and relying on it to enhance the well-being of our employees, the quality of our services, and our positive impact on the community.

We strive to deliver the highest quality care for children and families, and to create an inclusive, supportive work environment for our employees. This is achieved through a collaborative team culture that values and respects each individual's contributions.

Equal Employment Opportunity: Native Solutions is committed to ensuring equal employment opportunities without discrimination or harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. We strictly prohibit any form of discrimination or harassment in the workplace.

Physical requirements



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- **Standing:** Remaining on one's feet in an upright position for extended periods.
- **Walking:** Moving about on foot to accomplish tasks.
- **Lifting:** Raising or lowering objects weighing between 25-50 lbs from one level to another, which includes upward pulling.
- **Carrying:** Transporting objects, typically holding them in the hands, arms, or on the shoulder, with weights ranging from 25-50 lbs.
- **Pushing:** Exerting force on objects to move them away from the body, with a weight range of 25-50 lbs.
- **Pulling:** Exerting force on objects to move them toward the body, including jerking motions, with a weight range of 25-50 lbs.
- **Climbing:** Ascending or descending stairs, using feet and legs or hands and arms, emphasizing body agility.
- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing, or crouching.
- **Stooping:** Bending the body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscles.
- **Handling:** Seizing, holding, grasping, turning, or otherwise working with hands. Fingers are involved only as an extension of the hand.
- **Finger Movement:** Engaging in fine motor activities that involve primarily the use of fingers, such as picking or pinching.
- **Sitting:** Sitting for short or extended periods in one area.
- **Talking:** Expressing or exchanging ideas verbally, which is crucial for conveying oral information to clients or the public and delivering detailed or important instructions to colleagues accurately, loudly, or quickly.

The statements provided in this job description outline the scope of responsibilities and essential functions of the Supervised Visitation Facilitator position. However, they should not be considered an exhaustive list of all work requirements. Employees may be required to perform additional duties as assigned. Management reserves the right to assign or reassign duties and responsibilities to this job at any time, except where restricted by a negotiated contract.

Approved by:	<i>Lisa Parker</i>
Date approved:	09/11/2024