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PH (661) 396-2301

## JOB DESCRIPTION

Job Title: Professional Visitation Monitor  
Reports To: Cindy Perry SVP Supervisor  
Prepared By: Kathy Irwin  
Prepared Date: 02/03/2020  
Approved By: John Bacon, CEO  
Approved Date: 02/03/2020  
Updated: N/A

### Summary:

The Professional Visitation Monitor ("Coach") is responsible for the following duties. Other duties may be assigned.

### Duties:

- Direct supervision of scheduled visitations
- ~Monitoring visitations during their entirety
  - ~Keeping notes during the visit and completing case notes/visitation summaries within 24 hours of the visit
  - ~Intervening or alerting the onsite coordinator regarding concerning interactions or behaviors during a supervised visit
  - ~Providing suggestions regarding parent-child interactions
  - ~Consults with onsite coordinator for instruction, and to report any unusual findings
  - ~Encourage and facilitate quality family time
  - ~Demonstrating appropriate parent-child interactions
  - ~Assist in determining who is authorized to attend the visits
  - ~Making toys, games, books, activities, and other supplies available to families during their visit

### Competency:

- To perform the job successfully, an individual should demonstrate the following competencies:
- ~Client Population - Must be able to understand and have sensitivity to the service population's cultural and socioeconomic characteristics.
  - ~Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

~High school diploma

~Completion of at least 30 semester units of college coursework related to Child Welfare or experience working with families and/or children

~Completion of the 24-hour training requirements as outlined in Family Code Section 3200.5 and Court Standards 5.20

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write basic correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have rudimentary knowledge of Internet Software, Excel and Word Processing software.

**Certificates and Licenses:**

~Valid California Driver's License

~Automobile Insurance

~CPR/First Aid (child/Adult)

**Other Requirements:**

~Pass background and screening as required by CCL Title 22, i.e, DOJ & FBI fingerprint clearance.

~Be at least 21 years old

~Meet the minimum standards for a "Professional Provider" as outlined in Family Code Section 3200.5 and Court Standards 5.20, including, but not limited to:

- Have no record of a conviction for driving under the influence with the last 5 years
- Not been on probation or parole for the last 10 years
- No record of a conviction for child molestation, child abuse, or other crimes against a person
- Have no civil, criminal, or juvenile restraining orders within the last 10 years
- Have no current or past court order in which the provider is the person being supervised
- Be able to speak the language of the party being supervised and of the child
- Agree to adhere to and enforce the court order regarding supervised visitation.
- The ratio of children to a professional provider shall be contingent on:
  - (1) The degree of risk factors present in each case.

- (2) The nature of supervision required in each case.
  - (3) The number and ages of the children to be supervised during a visit.
  - (4) The number of people visiting the child during the visit.
  - (5) The duration and location of the visit.
  - (6) The experience of the provider.
- Professional providers of supervised visitation shall:
    - (1) Advise the parties before commencement of supervised visitation that no confidential privilege exists.
    - (2) Report suspected child abuse to the appropriate agency, as provided by law, and inform the parties of the provider's obligation to make those reports.
    - (3) Suspend or terminate visitation under subdivision
  - Professional providers shall:
    - (1) Prepare a written contract to be signed by the parties before commencement of the supervised visitation. The contract should inform each party of the terms and conditions of supervised visitation.
    - (2) Review custody and visitation orders relevant to the supervised visitation.
    - (3) Keep a record for each case, including, at least, all of the following:
      - (A) A written record of each contact and visit.
      - (B) Who attended the visit.
      - (C) Any failure to comply with the terms and conditions of the visitation.
      - (D) Any incidence of abuse, as required by law.
  - Each provider shall make every reasonable effort to provide a safe visit for the child and the noncustodial party.
  - If a provider determines that the rules of the visit have been violated, the child has become acutely distressed, or the safety of the child or the provider is at risk, the visit may be temporarily interrupted, rescheduled at a later date, or terminated.
  - All interruptions or terminations of visits shall be recorded in the case file.
  - All providers shall advise both parties of the reasons for the interruption or termination of a visit.
  - A professional provider shall state the reasons for temporary suspension or termination of supervised visitation in writing and shall provide the written statement to both parties, their attorneys, the attorney for the child, and the court.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duty of this job, the employee is occasionally exposed to work in high, precarious places; toxic or caustic chemicals and outdoor weather conditions. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand; climb or balance; stoop, kneel,

crouch, or crawl and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

Cashmere Toney

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Print Name

Cashmere Toney

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Signature

06/14/2022

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Date