

Saving Grace's Mary's Place Job Description



POSITION: Supervised Visit/Exchange Facilitator
REPORTS TO: Supervised Visit/Exchange Program Director
STATUS: Part Time, 24 hrs. per week; Non-exempt
OBJECTIVE: To facilitate safe supervised visits and exchanges of children between parents
WAGE: Hourly; \$20.30 per hr + depending on experience (bilingual Spanish additional 5%)

DUTIES

Responsibilities include but are not limited to:

FACILITATE VISITS AND EXCHANGES:

1. Facilitate and schedule supervised visits and exchanges.
2. Debrief with parents and children before/after supervised visits/exchanges.
3. Provide on-going assessment of safety risks. Provide support and safety planning as needed to adult victims and children around identified risks related to visitation and exchanges. Provide referrals to Saving Grace advocates and other community partners to assist with safety concerns.
4. Provide supportive guidance and role modeling for parents when welcomed.
5. Maintain appropriate child friendly setting, toys, and furniture.
6. Intervene when Center guidelines are not being followed and log facts and safety related interventions taken.
7. Intervene when there is a threat of harm or actual harm to the children, victim, staff or other individuals; log facts and intervention taken.
8. Provide an atmosphere that promotes and reinforces non-violent, non-manipulative, non-coercive behavior and communication skills; and respect and empathy for self and others.

ADMINISTRATION:

1. Keep accurate statistical records of services provided.
2. Assist with data tracking and records maintenance.
3. Under direction of Program Coordinators and/or Program Director may conduct orientations with parents and/or children to assess for safety; assess for level of service required; complete intake forms and obtain signatures.
4. Perform housekeeping duties as needed.
5. Maintain office appearance and upkeep.
6. Familiarity with Center policies and procedures.

OTHER DUTIES:

1. Attend weekly staff meetings Mondays 3:00 pm – 5:00 pm
2. Attend trainings, conferences and other educational opportunities, as needed or requested.
3. Assist with special projects as assigned.
4. May be called to testify in court as a fact witness regarding events witnessed during visits and exchanges



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 and/or EXPERIENCE

One to two years experience working with children and families; may include one to two years working with intimate partner violence, social services, anti-oppression or related experience/training; **or any equivalent combination of education and life experience**. Ongoing related training is expected and fully paid. Completion of 40 hr Saving Grace new staff & volunteer training (or the equivalent) is required. May be completed after hire for those candidates who have not completed such training prior to hiring.

LANGUAGE SKILLS

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of clients, volunteers, co-workers, collaborative agencies, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals for compiling statistical reports.

REASONING ABILITY

Ability to solve complex problems, respond quickly in crisis and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral or diagram.

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 talk or hear while communicating verbally with individuals in person or on the telephone. The employee is occasionally required to stand; walk; use hands; reach with hands and arms; climb stairs or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 30 pounds of equipment and/or supplies. Specific vision abilities required by this job for driving and computer work include: close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

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. The noise level in the work environment is usually moderate, as exists in a typical business place with ringing phones, many people speaking at once, copiers, fax machines and printers.

WORKING CONDITIONS

Involves exposure to violence, often including graphic descriptions of crimes against children and adults. May at times be dealing with angry or hostile individuals.

INTERPERSONAL

Ability to communicate effectively, act professionally and ethically at all times and maintains positive and productive working relationships with colleagues. Well-organized, flexible, and able to function independently. Ability to maintain a non-judgmental attitude when working with others whose values and beliefs may differ from the facilitator's values and beliefs; be able to maintain confidentiality; be able to function under stressful conditions; be able to work independently; demonstrate effective listening skills and common sense. Tolerant of frequent interruptions. Must demonstrate a courteous, caring and understanding attitude towards clients, co-workers, visitors, other agencies' personnel, and volunteers.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Internet software, Word Processing software. Basic understanding of Excel and database programs helpful.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Oregon driver's license. Infant, adult and child CPR and First Aid. (CPR & First Aid training can be provided by employer after hire for those without these certifications).

OTHER SKILLS AND ABILITIES

1. Ability to work respectfully with a broad range of people from diverse backgrounds and life experiences.
2. Flexibility and sense of humor.
3. Ability to work under stress and respond effectively to crisis situations.
4. Reliable, responsible, energetic.
5. Ability to practice and demonstrate good self-care to address stress.

OTHER QUALIFICATIONS

Required for Hire:

1. Pass criminal background check, other background checks as required.
2. Sign binding confidentiality agreement.

Saving Grace is committed to equal employment opportunity and makes employment decisions based on merit and business needs, not on race, creed, color, gender, age, religion, national origin, sexual orientation, disability or other protected status.