Part-time: Weekends and Weekdays shifts/hours vary.

PRIMARY FUNCTION:

Under the direction of the Supervised Visitation/Safe Exchange Director the Supervised Visitation/Safe Exchange Case Aide will provide safe transportation of children or vulnerable adults to family visitations with non-custodial parents. This position must exercise respectful authority to maintain the order and conditions of the visit as specified by the Department of Child Safety Case Manager and the Family Court. This position will also provide occasional back-up for effective and efficient management of support services in the Visitation Office. Will be required to maintain a flexible, organized and efficient work schedule and is subject to work extended hours, weekends and be on-call. This is a part-time 10 – 29 hour week position.

QUALIFICATIONS:

The Supervised Visitation/Safe Exchange Case Aide shall have a High School Diploma/GED and two (2) years working with children. Bi-lingual preferred. Perform administrative tasks (i.e. accurate, timely documentation of visits, data entry and filing.) Must be able to obtain/possess a valid Arizona Driver’s License, obtain good driving report with DMV, show proof of current auto business insurance and pass a Level One Fingerprint Clearance background check.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Provides individual and family unit supervision and guidance to children who have been removed from the custody of their primary caregivers,
2. Plans and supervises the activities of the visitation,

3. Ensures that daily structured schedule is followed and enforces policies and regulations,

4. Conducts safety checks for safety hazards and makes corrections as needed,

5. Have no prior involvement with a child protection agency in any jurisdiction,

6. Monitors children with special needs to prevent accidents and/or injuries,

7. Promotes responsibility and independence of children and their families,

8. Transports children or parents to scheduled visitation sites,

9. Attends workshops, training, conferences and meetings as scheduled,

10. Serves as a role model/mentor to assigned clients,

11. Assesses and documents the family's willingness and/or ability to provide adequate parenting,

12. Maintains consistent contact with families; frequency of contact is determined by DCS,

13. Develops and maintains professional relationships with the DCS Specialist, Child Family
Team (CFT) and other agencies,

14. Communicates with the assigned DCS Specialist at least twice monthly (phone, email, monthly report or in person),

15. Maintains daily contact with supervisor regarding pertinent events and information,

16. Consults with supervisor immediately regarding any concerns or challenges related to their position,

17. Coordinates logistics of visitations; including scheduling with the families and children's placements, transportation and the visitation site,

18. Completes visitation summaries, cancellation summaries, case management notes and contact logs within 24 hours of providing service,

19. Must have reliable personal vehicle for job purposes; agency provides approved mileage reimbursement,

20. Other duties as may be assigned.