

**West Valley Child Crisis Center
Job Description**

TITLE: Family Visitation Aide
PAY RANGE: DOE
LOCATION: Community-based

FLSA STATUS: Non-Exempt
DEPARTMENT: Visitation

POSITION SUMMARY: The Family Visitation Aide is responsible for providing transportation for child(ren) to visits with natural family as well as supervising the visits to ensure a safe, secure environment. The Family Visitation Aide is a part-time position working up to 30 hours a week.

REQUIRED SKILLS AND KNOWLEDGE:

- High school diploma or GED required;
- College or university training with coursework in child development, rehabilitation, social services, counseling, psychology, sociology, or other closely related field preferred;
- Basic knowledge in the principles of parenting and child interaction, case management, child development and social services preferred;
- Ability to de-escalate crisis situations and model proper, positive behaviors;
- Excellent communication skills with the ability to work independently and manage time/tasks effectively;
- Knowledge of Microsoft Office Suite;
- Ability to interact in a positive, warm and friendly manner with individuals of any economic, educational, social, racial, ethnic or cultural background; and
- Ability to speak Spanish preferred.

ORGANIZATIONAL RELATIONSHIP:

The Family Visitation Aide reports to the Family Visitation Supervisor.

ESSENTIAL FUNCTIONS:

- Transport child(ren) to supervised visitation location;
- Supervise the visit between non-custodial parents and their child(ren). This includes monitoring and, if necessary, intervening with the parent or child when inappropriate behaviors are demonstrated;
- Report, as soon as possible, any problems or concerns regarding child, parent or issues at visitation;
- Monitor and document interactions during supervised visit on visitation summary reports;
- Terminate the supervised visitation if the visit becomes harmful to the child;
- Maintain a professional relationship with parents, family members and children;
- Be prompt in keeping appointments and adhering to agreed upon schedules;
- Record time, mileage and supervised visitation on required documents. Turn in reports and forms by due date;
- Inform the Coordinator of vacations, illness etc. that would necessitate a substitute Aide, with as much advance notice as possible.
- Respect the visitation site location rules regarding visitation procedures; and
- Abide by the Department of Child Safety's confidentiality standards.

OTHER REQUIREMENTS:

- Applicants are subject to meeting appropriate background standards including qualifying for an Arizona Level One Fingerprint Clearance Card;
- This position requires the use of the applicant’s personal vehicle. Individuals must be physically capable of operating a vehicle safely, possess a valid driver’s license, have auto insurance, and have an acceptable driving record;
- Some positions will require the performance of other essential and marginal functions depending upon work location or assignment;
- Be at least 21 years of age with a valid driver’s license; and
- This is an evening and weekends position.

WORKING CONDITIONS:

Work is performed in the community with exposure to inclement weather and unpredictable crisis situations.

TO APPLY:

Submit a resume to:
 West Valley Child Crisis Center
 Attn: Jessica Brimhall, Family Reunification Program Manger
 18001 N. 79th Ave, Suite C-56
 Glendale, AZ 85308
 Fax: 623-848-8864
 E-mail: jbrimhall@wvccc.org

The above statements are intended to describe the general nature and level of work performed by people assigned to this job. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel. Other functions may be assigned and management retains the right to add or change the duties at any time.

Position Description Reviewed:

Team Member Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Original Signed Position Description should be filed in Team Member’s Personnel File. Copy should be provided to Team Member.