

**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:

- College or university training with coursework in child development, rehabilitation, social services, counseling, psychology, sociology, or other closely related field;
- 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 eighteen 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 Manager

14050 N. 83rd Avenue, Suite 120

Peoria, AZ 85381

Fax: 623-848-8864

E-mail: jbrimhall@wvccc.org