

# Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Visitation Aid /SSA 1
Type Position:	Full Time/ 37.5 hours
Salary Range:	\$15.50 an hour/ \$30,225.00 Salary
Posting Length:	26 Days
Posting Dates:	6-11-16 to 7-7-26
Contact Name / Number:	Stephanie Hansen 570-404-7295
Job Description:	See Attached Job Description

## ELIGIBILITY -- ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Graduation from high school;

or

Any equivalent combination of experience and training.

2. Approved Additional Special Requirements: None

## HOW TO APPLY -- ALL CANDIDATES

The following materials must be received by 4:30 pm on or before 7-7-26. Late applications will not be accepted.

1. Completed Tioga County Employment Application. The application must provide details of experience and training as related to the minimum experience and training requirement for the vacancy so eligibility can be determined.

If interested in applying, please send applications to:

Attn: Human Resources, 118 Main Street, Wellsboro, PA 16901

Applications can also be emailed to: [Shansen@tiogahsa.org](mailto:Shansen@tiogahsa.org)

TIOGA COUNTY DEPARTMENT OF HUMAN SERVICES IS AN EQUAL OPPORTUNITY  
& AFFIRMATIVE ACTION EMPLOYER

# JOB DESCRIPTION

1. Name of Employee (Last, First, MI)	2. Employee Number	Position Number
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3. Department Family Services	Bureau	Division	Headquarters	Organization Code
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4. Class Title	Working Title Visitation Assistant	Class Code
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5. Regular Work Schedule Start Time: <input type="text" value="8:00 a.m."/> Lunch Length: <input type="text" value=".5"/> End Time: <input type="text" value="4:00 p.m."/> Hours/Week: <input type="text" value="37.5"/>	Position is: <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
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\*Staff must be available to work non-traditional hours, meaning hours outside of the standard 8:00 a.m. to 4:30 p.m. workday, as operational needs require

Reports to:	Name	Class Title
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Days Worked (check all that apply):

S	M	T	W	Th	F	S
	X	X	X	X	X	

Explain any schedule variations:

## Visitation Case Aid Children and Youth

**Description:** Under the general direction of the Visitation Supervisor, this person is responsible for supervising visitation sessions between children and their parents and/or guardians including transporting dependent children and families with an agency vehicle. This may also include transporting custodial youth to appointments, court proceedings, and other necessary obligations as needed and when our schedule permits. Hours include after school hours into the evening as well as some weekends on a rotating schedule to accommodate children and family schedules. Duties are conducted in accordance with all existing policies, procedures and regulations and in accordance with the Mission and Values of the Company.

**Education and Experience:**  
High school diploma and or any equivalent combination of experience and training.

**Major Functions:** Provide direct supervision/documentation of visitation sessions. Supervise visits between parents/guardians and children; Assists in maintaining visitation sites that are safe, cleanly, and family friendly; Assist with transportation for adults and children to and from visitation sites, may provide transportation to court hearings or appointments as needed; Conducts drug testing; Relays any concerns, questions or client needs to the Caseworker and the Provider; Completes case notes and maintains visitation logs for each visitation session, Testify in court as needed; Provide documentation for court on an as needed basis; Participates in meetings when requested to do so; Promotes positive family interactions, and corrects any behavior or concerns during visitation sessions that pose a risk or safety threat to the children's safety or wellbeing; Completes required trainings.

- Essential Functions of the Worker include but are not limited to the following:**
- Transporting children and their families to and from visitation sessions with an agency vehicle, as well as appointments and court hearings as needed
  - Minimum of 37.5 hours a week including hours after 4pm most evenings, as well as weekends on a rotating schedule
  - Supervising visitation sessions between children and their parents/guardians/siblings
  - Document all contact with family through case notes and visitation logs after each visitation session and prepare reports for court as needed
  - Testify in court proceedings as requested
  - Maintain contact with families, foster/kinship parents, caseworkers, and other providers about visitation schedule changes and updates, as well as any other relevant information

- Maintain a valid driver's license and clean driving record

**Equipment and/or machines used in the performance of the above duties:**

Automobile  
 Personal Computer/Keyboard and related software  
 Photocopier  
 Fax Machine  
 Shredder  
 Standard small office equipment (stapler, scissors, etc.)  
 Calculator  
 Telephone

**HIPAA Access Level:**

Professional – Individuals with this access level shall have access to the records in their department of clients/consumers with whom the professional has a current relationship, or for whom a professional consultation has been requested. Access to the entire department record by these individuals has been determined to be critical to the continuity of the clients/consumer's care as well as essential to diagnosis, treatment selection, and the health and safety of the client and others.

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

7. Briefly describe how work is assigned to this position and how the work is reviewed

Visitation Supervisor is responsible for assigning visits and communicating all information to the Visitation Aide. Visitation Aide will document all notes into the visitation folder and enter all visits into the visitation log. Visitation Supervisor will review all documentation and the log for accuracy, professionalism and completion.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

NA

9. Attach an Organizational Chart identifying all reporting relationships for this position.

**CERTIFICATION**

I certify that to the best of my knowledge all statements contained within the job descriptions are correct: This job description consists of \_\_ pages. (count this form as 1 page)

Employee's Signature _____	Class Title _____	Date _____
Immediate Supervisor's Signature _____	Class Title _____	Date _____
Reviewing Officer's Signature _____	Class Title _____	Date _____

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

