

JOB DESCRIPTION

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|--|------------------|---|---|----|---|---|
| 1. Name of Employee (Last, First, MI) | | 2. Employee Number | Position Number | | | |
| 3. Department Family Services | Bureau | Division | Headquarters Organization Code | | | |
| 4. Class Title Social Service Aid 2 | | Working Title Visitation Coach | Class Code | | | |
| 5. Regular Work Schedule | | Position is: | | | | |
| Start Time: 8:00 a.m. | Lunch Length: .5 | <input checked="" type="checkbox"/> Full-Time | <input checked="" type="checkbox"/> Permanent | | | |
| End Time: 4:00 p.m. | Hours/Week: 37.5 | <input type="checkbox"/> Part-Time | <input type="checkbox"/> Temporary | | | |
| *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 | | | | |
| Days Worked (check all that apply): | | Explain any schedule variations: | | | | |
| S | M | T | W | Th | F | S |
| | X | X | X | X | X | |

Visitation Coach Children and Youth

Description: Under the general direction of the Visitation Supervisor, this person is responsible for providing visitation coaching services to families while supervising family time (Visits) between parents and their children. The visitation coach will help parents to identify their children’s needs during their family time together and will assist with helping the parents to mentally prepare for their time with their children so that they can be emotionally engaged during their time together. The Visitation Coach will model different parenting skills to the parents during their family time and will assess the parents’ needs for improvement and meet them where they are at. The visitation coach will provide transportation for parents and children to and from visits at times. They will work closely with the Family Service Provider and the Caseworker to ensure that all providers are working on the same goals and needs with the parents and working together as a team. The hours will vary depending on the needs of the families that we serve. Visits may be held in the evening during after school hours if needed.

Education and Experience:

High school diploma and 12 semester credit hours in sociology, social welfare, psychology, gerontology, or other social science and one-year direct care experience in public or private human services. Or a high school diploma and two years of direct care experience in public or private human services.

Major Functions:

Provide direct supervision/documentation of family time sessions. Supervise family time sessions between parents/guardians and children; Assists in maintaining visitation sites that are safe, clean, and family friendly; Assist with transportation for adults and children to and from visitation sites; Conducts drug testing as needed; Relays any concerns, questions or client needs to the Caseworker and the Family Service Provider; Completes case notes and maintains visitation logs for each Family Time session, Maintains a binder for each family the Visitation Coach is responsible for with the families umbrella trees and any other helpful information the family may need during their family time sessions. Testify in court as requested; Provide documentation for court on an as needed basis; Prepare reports for court and Concurrent Plan meeting. 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; assist the parent with preparing for each Family Time Session before it occurs, debrief each Family time Session with the parents once the family time session is complete. Completes all required training.

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 Family Time 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 and necessary meetings
- Testify in court proceedings as requested
- Maintain contact with families, foster/kinship parents, caseworkers, and other providers about visitation schedule changes, 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.

Minimum Experience and Training:

One year as a County Social Services Aide 1;

Or

Graduation from high school, or its equivalency, and two years of experience in public contact work in a human services agency which included one year of experience in interviewing and obtaining information;

Or

An Associate's Degree in Sociology, Social Welfare, Psychology, Gerontology, Criminal Justice or other related social science;

Or

Any equivalent combination of experience and training.

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 Coach. Visitation Coach will document all notes into the visitation folder and enter all visits into the visitation log, as well as maintaining the families' individual binders with all relevant and helpful information. Visitation Supervisor will review all documentation and the log for accuracy, professionalism and completion. Visitation coach will complete regular supervision with their supervisor to discuss cases as well as areas they are experiencing obstacles.

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 _____ |

