



# **Island of Hawaii YMCA – Family Visitation Center Visitation Associate**

## **Position Description**

**Position Title:** Supervised Visitation Associate

**Reports to:** Family Visitation Center Coordinator and CEO

**Work Hours:** Varies, some shift work, Wednesday, Thursday, Friday 3 p to 8 p, Saturdays 8 a to 8 p and Sundays 8 a to 8 p, depending on scheduling. Monthly scheduling available.

**Location:** 300 West Lanikaula Street  
Hilo, Hawaii 96720

### **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 ;
- Ability to interact in a positive, warm and friendly manner with individuals of any economic, educational, social, racial, ethnic or cultural background; and
- Fingerprint Clearance

### **OTHER REQUIREMENTS:**

- Applicants are subject to meeting appropriate background standards including qualifying for an Arizona Level One Card;
- 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.

### **POSITION SUMMARY:**

The Family Visitation Associate is responsible for providing supervision for child(ren) to visit with natural family as well as supervising the visits to ensure a safe, secure environment. The Family Visitation Associate is a part-time position with an evening and weekend schedule.

### **RESPONSIBILITIES:**

- Provide hands-on direct assistance and parent education to families and children who are referred for Supervised Visitation services.
- May include scheduling, face-to-face supervision, fully supervised visits at established visitation sites, and parent training and education before and after visits.
- Some families and children to be served will be involved with local DHS/CWS/Social Services and services may be provided in conjunction with a home-based family preservation program utilizing a strengths-based solution-focused model.
- May be responsible for completing family intakes for initial assessment of needs and for completing on-going Record of Contact (ROC) notes.

### **JOB DUTIES:**

- Provide visits as outlined by the referral source which may include hands-on assistance and education.
- Inform parents if they are to provide supplies, snacks, or meals.
- Be available for flexible scheduling 7 days per week.
- Participate in case conferences and court appearances upon request and as outlined in the case plan.
- Participate in ongoing assessment and evaluation of family goals. Provide written and verbal feedback to clients regarding their conduct and progress in the visits.
- Monitor and provide a safe visitation environment for children and terminate the visit if it is not deemed appropriate or parties involved have improper conduct.

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Entity name: Island of Hawaii YMCA

- Clearly define the rules of visitation with all parties involved and notify referring agency of violations.
- Attend meetings with staff as needed.
- 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.

**TO APPLY:**

Submit a letter of interest and resume

**Respectfully:**

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**Wendy S. Botelho-Cortez**  
**Island of Hawaii YMCA CEO**

**Dated:** \_\_\_\_\_