

New Hope, Inc.

Position: Visitation Specialist - Bilingual (Spanish)

Department: Supervised Visitation Services

Reports to: Manager, Supervised Visitation Services

Status: Non-Exempt

Hours: Thursday & Friday 4:30pm – 8:30pm; Saturday 8:30am – 2:30pm

Scope of Work:

Provide a family oriented environment that will ensure the safety of the child during supervised family visits. Assist the parents in developing the necessary skills that will enable them to provide adequate supervision and enhance the interactions between parent and child. **It is expected that the Visitation Specialist's job performance will incorporate the practice and promotion of New Hope's core values, which include respect, team work, empowerment and professionalism.**

Primary Duties:

- Conduct individual supervision of parents with their children on site.
- Ensure and monitor a safe environment for the child(ren.)
- Assists client in identifying other community based resources as requested or needed.
- Participate in all case management meetings and case reviews.
- Role model appropriate parenting skills.
- Prepare and complete individual observational reports of all visits.
- Enforce all program rules and procedures.
- Room preparation before and after visits.
- Perform other duties as assigned by the Program Manager/Director.

Education & Experience:

- AA, BA in related Human Services Field.
- Proficiency in Spanish communication skills (speaking, comprehension, reading/writing)