



Martha's Vineyard Community Services, Inc.

Supervised Visitation Visit Supervisor

Job Description

Summary:

Under the supervision of the Family Services Manager, this per diem position is responsible for facilitating scheduled supervised visits at the Supervised Visitation Center. The Supervised Visitation Visit Supervisor provides oversight for all scheduled supervised visits for the non-custodial parent and child(ren). This position requires flexible in-person hours, sound decision-making skills, and the ability to uphold and maintain the Program's expectations and requirements for consumers during supervised visits. The goal of the Supervised Visitation Center is to serve children and their families by providing a safe, secure, and neutral location to support children in regaining and maintaining a sense of themselves during stressful times.

Job Responsibilities and Essential Functions (essential functions*):

- 1. Provides oversight during scheduled supervised visits for the Supervised Visitation Center*:**
 - a. Prepare visitation room with toys/activities ahead of scheduled supervised visits
 - b. Provide coverage during supervised visits and exchanges to oversee the provision of services
 - c. Provide support to Room Monitor and Security Officer staff during scheduled visit hours
 - d. Responsible for decision making (in consultation with Security and Room Monitor staff, where applicable) during supervised visits, such as the cancelation of visits, execution of emergency procedures, etc., in line with the Program's expectations and requirements
 - e. Organize and clean up supplies at the conclusion of all scheduled supervised visits
 - f. Contact the Family Services Manager to address concerns in need of immediate assistance during scheduled visits, when applicable
 - g. Follow up with the Family Services Manager following all scheduled visits during the next business day

- 2. Provides administrative support for the Supervised Visitation Center*:**
 - a. Assess services, in consultation with the Family Services Manager, to ensure best practice is implemented through all service provision
 - b. Organization/maintenance of stock of visitation toys/supplies
 - c. Adhere to all funder, agency, and program Policies and Procedures, including agency policy on confidentiality
 - d. Travel to and attend any relevant trainings on and off island, and virtually when applicable, for professional development
 - e. Attend scheduled SVC staff meetings and monthly CONNECT all team meetings

Qualifications:

- Experience or education in social work, child development, psychology or related fields preferred
- Ability to multi-task and adapt to change in a complex and sensitive environment, both independently and as part of a team
- Ability to work flexible hours including day, evening, and some weekends to meet the needs of the community and program
- Possess and actively practice excellent communication skills, compassion, empathy, patience, discretion, confidentiality, integrity and professionalism
- Possess the ability to uphold and maintain the Program's expectations and requirements for all consumers of services.
- Possess experience working with survivors, offending party and children
- Demonstrate knowledge of the dynamics and causes of domestic violence and sexual assault and a commitment to end gender-based violence as a social issue
- Work effectively with persons who have diverse styles, abilities, motivations and backgrounds
- Demonstrate excellent organization skills and follow-through
- Have reliable transportation

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or other wise to balance the workload.