



**NEW ENGLAND LEARNING CENTER FOR WOMEN IN
TRANSITION**

479 Main Street, PO Box 520, Greenfield MA 01302 ☐ (413) 772-0871 ☐ fax (413) 772-2743 ☐ www.nelcwit.org

JOB DESCRIPTION
Supervised Visitation Monitor
Franklin County Children's Visitation Program (FCCVP)
8.5 hours/week, .26fte

NELCWIT's Franklin County Children's Visitation Program offers supervised visits for children and their non-custodial parents in a safe, non-threatening environment. Families participating in the FCCVP are referred by the Franklin Probate Court and/or the Department of Children and Families when it is unsafe for non-custodial parents to have unmonitored contact with their children.

The FCCVP Visit Monitor is a part-time position, supervised by Director of Programs. The monitor is responsible for supervising visits between children and their non-custodial parents. This position requires working on Saturdays and possible some evenings.

Responsibilities:

- Ensure a safe environment where children can visit with the non-custodial/visiting parent without fear of emotional, psychological or physical harm.
- Ensure all program participants follow the FCCVP Ground Rules, policies and guidelines; intervene and/or redirect as needed during the visit to avoid or minimize violations.
- Greet the non-custodial parent, custodial parent and child(ren) at the beginning of each visit; escort the child(ren) to and from the visit.
- Take objective, non-judgmental Observation Notes based on actual observations and conversations to document what has taken place before, during and after each visit.
- Request information from program participants to complete intake forms.
- Provide feedback to custodial and non-custodial parties as needed and relate relevant information to Program Supervisor.
- Setting up visiting rooms and restoring them to original conditions.
- Attend meetings for supervision and ongoing training.
- Maintain confidentiality and adhere to agency mission, philosophies and policies.
- All other related duties as assigned by supervisor.



Qualifications:

- Experience working with children and families, preferably in supervised visitation setting.
- Case management experience.
- Ability to work effectively with children, as well as their custodial and non-custodial parents.
- Ability to set limits and label inappropriate behaviors during visits.
- Understanding of typical child development.
- Thorough understanding of the dynamics of domestic and sexual violence and oppression.
- Commitment to ending violence and promoting social change by actively fighting racism, classism, homophobia, ableism, ageism, and all other oppression.
- Willingness to learn about and actively use multicultural awareness and understanding in daily work.
- Bilingual ability (English/Spanish) preferred.

Required Skills:

- Excellent computer skills
- Organizational skills
- Excellent written and oral communication skills

Union position

8.5 hours/week. Starting salary: \$15.00/hour.