

YOLO COUNTY CHILDREN'S ALLIANCE & CHILD ABUSE PREVENTION COUNCIL

www.yolokids.org



JOB ANNOUNCEMENT

Title: Visitation Monitor, bilingual: Spanish/English

Hours: Part Time, 20 hours / week

Location: West Sacramento

Hourly: \$15.38-\$18.27

Closing Date: 5:00pm, Monday, February 5, 2018

Summary:

The Yolo County Children's Alliance is looking for a dynamic Visitation Monitor. Under the guidance of the Visitation Program Coordinator, the Visitation Monitor implements a variety of non-technical, para-professional social service support functions for families in West Sacramento. The Visitation Monitor position is designed to help strengthen families and reduce out of home placement. The Visitation Monitor works closely with many agencies within Yolo County to help families accomplish the goals of gaining a strong family support system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ✓ Provide supervision of Child Welfare Services mandated visits to ensure a safe environment for children.
- ✓ Provide supportive information, education and referral for families enrolled in the program to meet identified needs during visits.
- ✓ Provide services in a culturally competent manner, stressing family involvement and respect for differences related to culture.
- ✓ Complete detailed notes of supervised visits according to specified criteria.
- ✓ Complete chart notes, assessment forms, referral forms, evaluation data forms and other documentation as required.
- ✓ Assist in multidisciplinary team to identify best practice in services provided.
- ✓ Work collaboratively with parents, foster parents, social workers to coordinate dates, times, and places for supervised visits.
- ✓ Attends regular (monthly or quarterly) meetings with other visitation supervisors and county social workers to coordinate work, to support each other and the work, and to receive and provide training.
- ✓ Works with parents to provide education, referrals and support surrounding healthy parenting and child development.
- ✓ Compile and report information as required through Child Welfare Services.
- ✓ Responsible for explaining and enforcing all rules and regulations associated with Yolo County Children's Alliance Policies and Yolo County Child Welfare Services Policies.
- ✓ Work with entire families and Yolo County Child Welfare Services Social Workers to evaluate and strengthen family conditions and functioning.

Supervision and Training

- ✓ Participate in regular (monthly or quarterly) Visitation Monitor meetings.
- ✓ Participate in required training as needed

Program Evaluation Documentation

- ✓ Complete documentation as required by YCCA and by Yolo County Child Welfare Services including, but not limited to timesheets, program data input, tallying of data, organization of program files, and work evaluations.

Other Functions:

- ✓ Assist with and participate in organization events such as the Family Fun Barn at the County Fair, Child Abuse Prevention month activities, Community Giveaway Day, etc.

Principal Working Relationships:

- ✓ Management team and other YCCA program employees
- ✓ Families
- ✓ Various Community Services Agencies
- ✓ County staff

HIRING CRITERIA**Academic and Knowledge, Skills, Experience and Abilities**

Bachelor's degree in Child Development, Sociology, Psychology, Social Work, or related field preferred. Knowledge of child welfare system, legal system, educational system, and issues that put families at risk. Knowledge of child development. Familiarity with resources in Yolo County. One to two years working (paid or unpaid) with children and their families providing support in a culturally sensitive environment can substitute for the degree.

Ability to: establish and maintain effective working relationships with parents, children, YCCA staff and Yolo County Social Workers; understand and accept differences in human behavior; recognize need for service and secure appropriate assistance of resources; follow written and oral instructions; keep routine records and write routine reports; drive an automobile; motivate and train clients in supportive and developmentally appropriate family interactions, analyze situations and take effective action; make basic arithmetical computations; learn and understand agency programs, policies and procedures and interpret them to clients and the public; relate to people in emotionally stressful situations and persons of varying cultural and economic backgrounds; read and write at high school level; learn interviewing and problem solving techniques; be flexible in daily tasks; read a road map; use standard office equipment

Special Skills, Licenses and Certifications

- Must be a U.S. citizen or lawful permanent resident.
- Clearance of fingerprint background check.
- Culturally sensitive, good communications skills. Must have a car for visits that take place off site. Must provide proof of vehicle insurance.
- Bilingual Spanish/English required

Performance based Competencies

Extremely dependable. Effective written and oral communication skills. Excellent organizational skills with the ability to prioritize assignments. Ability to use good judgment and to handle confidential and sensitive issues with tact and diplomacy and to work with culturally diverse populations. Ability to work independently.

Physical Requirements

Able to sit and/or stand for long periods of time and able to lift 20 lbs. Must be available for occasional night and weekend work.

Physical, Emotional and Intellectual Demands:

- Must report to service site as scheduled and agreed upon.
- Able to deal with stressful situations.
- Able to bend and lift up to 20 lbs.
- Must be able to work a flexible schedule, which may include day, evening, and weekend hours.
- Able to travel between sites and to offsite events.
- Physically able to perform essential duties and responsibilities

TO APPLY:

Please submit 1) Cover Letter, 2) Resume, 3) YCCA application (all 3 items must be included) to yccajobs@gmail.com. You must put "VISITATION MONITOR" in the subject line of the email. Applicants who do not include all documents will not be considered.

Applications can be downloaded at: <https://www.yolokids.org/career-opportunities>

Do not contact organization directly.

Closing date to apply is Monday, February 5, 2018

The mission of the Yolo County Children's Alliance is to assess, coordinate and act to strengthen and support the continuum of prevention and intervention services and resources for children, youth and their families.

YCCA is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status. If you need assistance or accommodation during the application process because of a disability, it is available upon request. Yolo County Children's Alliance is please to provide such assistance, and no applicant will be penalized as a result of such a request.