



Job Description

Job Title: Visitation and Exchange Monitor		Department: Police Department	
Reports To: Police Lieutenant	Supervises: None		FLSA Status: Non-Exempt
Bargaining Unit: N/A			Effective Date: 1/20/2021

POSITION SUMMARY

Under limited supervision, this service position monitors visits and exchanges of non-custodial parents and their child(ren) at the Connections visitation center. Visitation and Exchange Monitors follow the center’s policy and procedures to ensure the overall safety of the clients.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Supervises visits and exchanges of non-custodial parents and their child(ren). This includes monitoring, recording, minimal documentation. Intervenes as appropriate with a parent or a child who demonstrates behavior that is a physical or mental safety risk or exhibits actions that violate policies and guidelines.
- Upholds the Guiding Principles as provided by the Office of Violence Against Women.
- Uphold Connections’ Guiding Principles and Mission Statement, as stated in the Internal Policies document.
- Ensures that all proper policies, guidelines, and procedures are followed.
- Maintains complete and accurate documentation concerning visits and exchanges if documentation is warranted.
- If relevant, provides information to the courts, attorneys, guardians ad litem, social workers, and other professionals.
- Complies with mandated reporting processes.
- Maintains confidentiality of information pertaining to staff and clients.
- Demonstrates knowledge of domestic violence, child abuse, sexual assault, teen dating violence, and stalking.
- If relevant and available, attend and participate in local, out-of-state, and virtual trainings.
- Maintains cleanliness of center.
- Performs general office duties, some of which requires basic computer skills.
- Performs other duties as assigned or as apparent.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the

duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience, and training required.

Education

High school diploma or GED certificate required

Experience

One (1) year of clerical and/or customer service experience

DESIRED QUALIFICATIONS

The requirements listed below are representative of the formal education, experience, and training preferred in order to exceptionally perform all of the functions of this position.

Education

Post-secondary classes in psychology, sociology, social work, women's studies, pre-law, criminal justice, political science, public policy.

Experience

Knowledge of court procedures relevant to divorce, separation, and/or custody issues.

Understanding of child and family dynamics relevant to divorce, separation, and/or custody issues.

Experience with development of advocacy, educational programming, or policy in domestic violence, child development, and/or related issues; and experience working with survivors of domestic violence and sexual assault.

Bilingual abilities in English/Spanish

COMPLEXITY

The overall complexity of this position is moderately low. While performing the normal duties of this job, there are related steps, processes, and methods that require this position to recognize clear differences in a variety of situations.

RESPONSIBILITY

Supervision

Limited supervision is provided while performing the normal duties of this job.

This position exhibits no formal supervisory responsibilities but may coordinate work with other individuals as a team member.

Impact

While performing the normal duties of this job, this position's work affects the overall efficiency and image of the City.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position may frequently sit, stand, walk, talk, hear. This position may occasionally lift and carry up to 20 pounds, bend/stoop, crouch, kneel, squat, and enter data.

While performing the duties of this job, this position will use close vision, far vision, depth perception, visual acuteness, color vision, and peripheral vision.

While performing the duties of this job, this position will use right and left hand for simple handling or grasping, firm handling or grasping, and fine handling or manipulation.

Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions.