

THE DULUTH FAMILY VISITATION CENTER
Program of the Domestic Abuse Intervention Programs (DAIP)
DFVC Specialist

REPORTS TO: DFVC Coordinator
PAY SCALE: \$16/hr

TEAM: Duluth Family Visitation Center
STATUS: Non-Exempt

The Duluth Family Visitation Center is a child-focused service, which provides a safe and comfortable place for parents and children to continue building positive relationships. Most often problems exist over visitation between the custodial and non-custodial parent. Most of our families have experienced domestic violence. We are looking for someone who has experience working with children, can effectively work with people in crisis and is familiar with domestic violence. The Domestic Abuse Intervention Programs (DAIP) works to eliminate violence in the lives of women and their children and is committed to the elimination of racism, sexism, classism, homophobia and other oppressions. We are looking for employees who are committed to this goal.

Court or Legal System Specific Responsibilities:

- Attend Order for Protection court to inform families and systems practitioners of Visitation Center programming.
- Attend other court proceedings as needed.
- Build and maintain cooperative communication and information sharing processes with Intervention Project staff.

Visitation Center Direct Service Responsibilities

- Provide a safe, healthy nurturing and clean environment for children and their parents.
- Monitor on site visits and exchanges.
- Assist in opening the center; set out snacks, coffee, set out appropriate games toys, check daily schedule for families, check messages.
- Obtain updated information on participating families and surveys as needed.
- Greet both parents and children upon arrival to the center. Introduce self and others when needed. Assist parents when needed.
- Assist in closing the center by completing necessary paper work, clean up, and lock up procedures.
- Complete Intake Screenings to determine eligibility and follow up with parties and staff to ensure orientations are scheduled.
- Address and resolve conflicts that may arise in the center.
- Ongoing mentoring and training for Center staff, interns and volunteers.
- Schedule and conduct orientations as needed.
- Maintain complete and accurate documentation in visit results and phone threads for all participants each day.
- Enter pending families from intake screenings and new families from files into database.

- Maintain exchange schedule and enter changes
- Provide information to the courts, attorneys, Guardians Ad Litem, social workers and other professionals as needed and requested.
- Provide referrals and follow up for child and adult victims.
- Provide assistance to families transitioning from using the center to offsite exchanges.
- Assume mandatory reporting duties.
- Communicate to staff and interns about visitation activities and /or concerns.
- Attend team meetings and required trainings.
- Work toward team goals and objectives.
- Meet center policies and procedures.
- Other duties as assigned.

Qualifications:

- Demonstrated knowledge of domestic abuse and the effects on children
- Prefer training in area of families and children issues
- Demonstrated skills in crisis intervention/negotiation skills
- Excellent written and oral communication skills
- Self-directed and motivated and able to work independently
- General office and computer skills
- Ability to manage multiple tasks at once
- Ability to work with a team approach
- Must be reliable and flexible

20 hrs/wk

Forward your resume and cover letter to:

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