

Of South Central New York, Inc.

JOB TITLE: **ENHANCED VISITATION COORDINATOR**

PROJECT: **PAL FAMILY RESOURCE CENTER**

REPORTS TO: **FAMILY SUPPORT SERVICES DIRECTOR**

Under the direction of the Family Support Services Director, the Enhanced Visitation Coordinator will work alongside the PAL Staff, to provide a strength based, welcoming, supportive program for participants and young children. The EV Coordinator will work in partnership with Broome County DSS and voluntary agencies to provide visitation, education, and mentoring. The EV Coordinator will work closely with the Family Support Services Director to identify strategies in working with identified families involved in the Foster Care System.

**Responsibilities will include, but may not be limited to:**

* Advanced scheduling and coordination of Supervised Visitation
* Maintain consistent communication with Caseworkers, Case managers, and appropriate staff from DSS and voluntary agencies.
* Provide supervision for designated visits.
* Provide guidance and education to increase parenting and personal skills to increase instances of reunification.
* Provide One-On-One Mentoring that includes support, goal setting, life skills, and parent education.
* Facilitate biological mothers support groups providing education and resources.
* Provide home visiting for families when reunification is evident.
* Liaison between foster and biological parent.
* Input daily progress notes into AWARDS database.
* Complete monthly paperwork and quarterly reports.
* Role model effective positive parent/child communications and interactions.
* Engage all families in Center programs, Provide a warm and non-judgmental atmosphere.
* Attend and participate in staff meetings, in-services, and professional trainings.

**Areas of Expertise:**

* Family support principles: welcoming, encouraging, engaging, nonjudgmental.
* Strong oral communication and interpersonal skills.
* Knowledge of early childhood development, case management, domestic violence, ACE’s, mental health, substance abuse, parenting education, and Foster Care.
* Knowledge of community resources
* MS Word, data entry and analysis
* Organizational skills

Qualifications:

* Minimum 4 yr. degree in Social Work, Early Childhood Education, or Human Services
* Minimum 3-5 yrs. experience working with high risk/high needs populations and families involved with Child Protective Services.

THE POSITION OF THE ENHANCED VISITATION COORDINATOR IS A FULL-TIME, NON-EXEMPT POSITION AND IS THEREFORE SUBJECT TO THE PROVISIONS OF THE FAIR LABOR STANDARDS ACT.