



POSITION ANNOUNCEMENT
Supervised Visitation and Exchange Program Coordinator
June 21, 2019

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking **Supervised Visitation and Exchange Program Coordinator** to supervise the day to day operation of the Supervised Visitation and Exchange Program (Harmony House). **Night and weekend work required - Work week is Wednesday through Sunday.**

Responsibilities:

1. Build and maintain collaboration with community partners.
2. Create and maintain the Supervised Visitation and Exchange Program Operating Plan.
3. Work closely with DSS and the court system in getting referrals for the program.
4. Ensure collaborative work is consistent with grant program's goals.
5. Provide an opportunity for children to do exchanges and visits with the non-custodial parent in a safe and violence free environment.
6. Responsible for scheduling visitations and assessments.
7. Responsible for the training, supervision and scheduling of other Harmony House staff including part-time staff, interns and volunteers.
8. Perform assessment interviews as necessary to gather information on new families entering into the program.
9. Perform supervised visitations and exchanges according to guidelines.
10. Maintains detailed documentation of all paperwork required for program, agency, accreditation and ethical standards. Provide data for required grants reports as necessary.
11. Educates the community about family violence, sexual assault and other crimes by training and providing community education programs as needed.
12. Maintains harmonious working environment by participation in team and staff meetings, respecting cultural and lifestyle differences, and providing support and encouragement to other staff members.
13. Assists agency in overall service delivery by performing other administrative duties as delegated or required.
- 14.

Qualifications:

1. Significant knowledge of domestic violence issues, and experience in working with children.
2. Supervisory experience.
3. Experience in program management and/or coordination of multi-disciplinary collaborations.
4. The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
5. Ability to work in partnership with other team members including excellent communication, planning and organization skills.
6. Ability to forge a mutually respectful partnership with persons served and their families in which they are helped to gain the skills and confidence to address any issues and problems they face.
7. Conviction about the capacity of people to grow and change.
8. Ability to manage conflict, set limits and maintain the helping role of the practitioner and to intervene appropriately to meet the needs of the persons served as well as persons who are collaborative members.
9. Minimum of Bachelor's degree in criminal justice, human service or related field.

Send resume and letter by July 5, 2019 to:
Human Resources
Family Service of the Piedmont
902 Bonner Drive
Jamestown, NC 27282

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