

Supervised Visitation Coordinator

Reports To: Director of Programs & Operations

Full Time, Non-Exempt

Description:

This full-time, hourly position supervises all aspects of Alternative House's Supervised Visitation Center and reports directly to the Director of Programs & Operations. The Supervised Visitation Coordinator provides supervision to Visitation staff and provides direct service support as necessary. The Supervised Visitation Coordinator also oversees the safety and upkeep of the shelter facility. This position is scheduled for 40 hours per week at Alternative House's main office. The position requires regular morning, afternoon, evening, and possible weekend hours.

Responsibilities and Duties

- ***Supervisory***
 - Supervise Visitation Monitor & Visitation Security staff
 - Complete & manage program scheduling, for staff and visits
 - Assist in the hiring and training of staff
 - Facilitate staff meetings and staff trainings
- ***Facilities***
 - Schedule repairs & maintenance
 - Ensure entire facility meetings local, state, and federal requirements
- ***Administration***
 - Attend local, state, and federal contract meetings
 - Assist with data collection and producing monthly and yearly reports
- ***Client Services***
 - Assist in supervising visitation services
 - Provide support to program participants
 - Provide conflict resolution and crisis management intervention as needed
 - Assist with advocacy duties including completing intakes, answering hotline calls and completing service plans

Qualifications & Requirements:

- Supervisory and program management experience
- Knowledge of domestic violence and commitment to providing trauma-informed support
- Ability to chair meetings, coordinate teamwork, delegate tasks and foster positive team dynamic
- Strong interpersonal skills with experience in de-escalation
- Strong writing skills and ability to work on deadline
- Organization and administrative skill with attention to detail
- Knowledge and capability of submitting required program reports