



### **Part Time Visitation Advocate**

**Reports To:** Visitation Coordinator

Job Type: Part-time

Salary: \$18-20 per hour

Set Schedule:

- Weds – Fri 4 PM – 8 PM
- Saturday 8 AM – 4 PM

*The mission of Alternative House is to facilitate the creation of a society in which violence and oppression will no longer exist. As a means to this end, we offer access to shelter, support, children's programming, legal, housing, and community advocacy for all victims of domestic violence (and their children) who seek our help. We are committed to the empowerment of all victims toward self-sufficiency. We do not discriminate against any race, class, culture, age group or sexual orientation. In addition, we provide community education and support to reform societal attitudes that permit violence and oppression against anyone.*

Alternative House's Supervised Children's Visitation Center provides safe, monitored visitation and exchanges, allowing for safe contact between children and non-custodial parties.

An Advocate in the Supervised Visitation Program will supervise visitation between non-custodial parties and their children, facilitate safe exchanges of children between parties, and provide active case management for families. We are searching for an individual who is self-motivated, a self-starter with the ability to work well under pressure. Candidate must be able to work in a very collaborative team environment with a high degree of empathy, should be a good listener with a strong sense of self-awareness. This is a part-time, hourly position. The hours will include weekends, late afternoons, and early evenings.

## RESPONSIBILITIES INCLUDE:

- Supervises visits and facilitates exchanges and ensures that all agreements of AH SVC Program are adhered to.
- Supports families that have experienced domestic violence through ensuring the safety of all parties in a conflict-free environment.
- Communicates with both custodial and non-custodial parties regarding visitation related concerns.
- Conducts intakes with custodial and non-custodial parties and assists with the placement process.
- Cultivates impactful relationships with children to ensure child comfort and safety during visitation.
- Maintains confidential records and the confidentiality of all information obtained from clients.
- Provides referrals to Alternative House community-based case managers
- Records and enters program related data into the organization monitoring system regularly.
- Assists in quarterly and annual reporting; supports other forms of program documentation.
- Collaborates with other program teams for client needs and issues.

## PREFERRED QUALIFICATIONS:

- Appropriate degree, and/or two years of relevant work experience or equivalent qualifications
- 25-hour domestic violence training certification or equivalent/willing to obtain
- Experience working with vulnerable and marginalized populations.
- Experience of using conflict management skills
- Fluency in a Spanish preferred
- Interest in working as part of a multicultural team and with diverse populations.

Alternative House is an Affirmative Action /Equal Opportunity Employer which hires without regard to race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by federal and state law.