

The Sarah Minnie Badger Foster Care Agency

Job Description

Job Title: Visitation Specialist

Title of Immediate Supervisor: Executive Director

Position Summary: Ensure children and their biological family is able to visit in a safe nurturing, and professional environment. Displaying, teaching, and implementing appropriate parenting skills during visits.

Typical Responsibilities/Duties:

- 1) Supervise visits of biological parents and child(ren)
- 2) Ensure that child(ren) have at minimum of bimonthly visits with siblings
- 3) Conduct visits using the Coach Family Visit Model
- 4) Display appropriate boundaries during the visit
- 5) Will acquire literature focused on teaching and empowering parents
- 6) Complete an agency log of the visit
- 7) Put notes in Connections regarding the visit
- 8) Maintains First Aid/CPR certification.
- 9) Attends all mandatory in-service training. Attends other treatment oriented training as needed to maintain a level of expertise in the field.
- 10) All duties as assigned by immediate supervisor.

Skill, Qualifications, Knowledge, Ability & Physical Requirements:

Minimum Education and/or Professional Qualifications/Skills

- Bachelor's Degree in social work or other human service field.
- Demonstrated assessment skills
- Strong written and verbal communication skills.
- Knowledge of child welfare regulations and regulatory agencies whenever possible.

Special-Personal Skills, Qualities, Aptitudes, and Physical Requirements

The Sarah Minnie Badger Foster Care Program is an equal opportunity employer. Reasonable accommodations may be made to enable persons with disabilities to perform essential functions.

- 1) Ability to work effectively with clients, families, staff and community contacts from a variety of cultural and ethnic backgrounds.
- 2) Knowledge of community resources and the ability to access specialized services to clients.
- 3) Ability to advocate effectively for clients.
- 4) Will participate in foster parent recruitment and training as designated by supervisor.
- 5) Ability to deal effectively with hostile clients and/or families.
- 6) Ability to accept supervision and perform as part of a team.

- 7) Ability to be flexible and adapt to change.
- 8) Ability to interface with people (groups and individuals) and communicate within various mediums (logbooks, e-mail, telephone).
- 9) Must have a valid NYS driver's license and adequate auto insurance.
- 10) Ability to pass an annual physical and drug test.
- 11) Must possess clinical supervision skills.
- 12) Time management/organizational skills.
- 13) Ability to use computer base programs and applications.
- 14) Must be an excellent listener.
- 15) Effective problem solver.
- 16) Maintain a professional posture in all settings on behalf of Sarah Minnie Badger Foster Care Agency.