

California- Family Monitor/ Professional Supervised Visitation Monitor

Family & Children's Counseling Services, Inc. is looking for a compassionate and detail-oriented person to provide monitoring for noncustodial parents who have been Court ordered into professional supervised visitation services. This position is responsible for ensuring adherence to guidelines, documenting observations and interactions, and ensuring a safe transition back to the custodial parent

FCCS employees can apply for Public Service Loan Forgiveness! We are a 501(c)(3) non-profit organization, and therefore qualify as an eligible employer under the PSLF program. Check out the terms of student loan forgiveness at www.studentaid.gov

Must meet qualifications and pass background check, according to law - see details below.

Under the direct supervision of the Program Director, the Family Monitor's responsibilities are as follows:

RESPONSIBILITIES:

- Evenings and every other weekend shifts are required
- Travel required to facilitate visits at off-site destinations
- Demonstrate a strong sense of healthy personal and professional boundaries (example: not prone to people pleasing or taking things personally in a sensitive or challenging professional setting)
- Act as a neutral third party, allowing non-custodial parents safe access to their child/ren for the time allowed by the Court
 - Follow laws, guidelines and policies regarding all aspects of job duties
 - Drive to meet children and parents within the community when community-based visits are scheduled
 - Promote a safe and professional visitation environment and experience
 - Ensure visit sites are clean and orderly upon departure
 - Provide accurate concurrent documentation for each visit according to established standards (phone or tablet stipend offered)
 - Maintain confidential, accurate client files
- Communicate and collaborate with FCCS staff regarding visit schedule, quality of services, documentation, client status updates, and progress
- Establish and maintain relationships with custodial parent/guardian, non-custodial (visiting) parent, and child/ren
- Coordinate schedules and provide respectful face-to-face, online and phone interactions
- Model positive attitude, behavior and language
- Respond appropriately to issues as they arise

- Attend staff meetings, trainings and community events, as scheduled

WORKING CONDITIONS:

While performing job duties, the employee will be sitting, standing, reaching and documenting via electronic or hand-written methods. The employee will be in an office and/or out in the community. Employee may experience weather conditions while in the community. This position requires the ability to see, hear, and communicate with clients. Reasonable accommodations may be made to qualified employees to assist them in performing job duties.

QUALIFICATIONS:

- Physically, emotionally and mentally capable of interacting with children from 0-17 years of age
- Physically, emotionally and mentally capable of handling difficult situations and personalities
- Ability to maintain professional boundaries with respect, including having conversations to enforce boundaries and say “no” with confidence
- 1-2 years’ experience working in a child care, family services, legal, criminal justice or related setting
- Proof of State-required Standard 5.20 and Family Code 3200.5 training (or willingness to attend training)
- Current Pediatric CPR and First Aid Certification (or willing to become certified during initial training process)
- Current TrustLine registration
- Valid driver’s license, access to an insured motor vehicle, and a clean driving record
- Previously completed college-level child development, psychology, criminal justice, or related coursework
- Cultural competency and/or domestic violence training preferred
- Ability to lift and carry 25 pounds
- Ability to engage in bending, lifting, twisting and reaching
- Have a demonstrated ability to work independently and as part of a team
- Strong attention to detail (for observation and documentation)
- Ability to communicate in English- verbal and written skills
- Bi-lingual, BIPCO, HU encouraged to apply

Additional Requirements: **California-** These requirements are State mandated and cannot be waived. **Other states-** These requirements are preferred but not mandated by State law.

- At least 21 years of age
- Have no record of a conviction for driving under the influence (DUI) within the last five years
- Not have been on probation or parole for the last 10 years
- Have no record of a conviction for child molestation, child abuse, or other crimes against a person

- Have no civil, criminal, or juvenile restraining orders within the last 10 years
- Have no current or past court order in which you have been subject to a supervised visitation order
- Current Immunization records
- Must pass current applicable clearances
- Must be willing to commit to a minimum of one year with FCCS

\$19-23 / hour, part-time (9-15 hours per week, average) with room to grow.

Please note: You will need valid U.S. work authorization to join us, as we are not able to offer sponsorship at this time.

FCCS is an Equal Opportunity Employer

Employment opportunities are, and shall be, open to all qualified applicants solely on the basis of their experience, aptitudes and abilities. It is the policy of Family & Children’s Counseling Services, Inc. to grant equal employment opportunity to all applicants and employees without regard to race, color, national origin, marital status, disability, Vietnam Era Veteran status, age, religion, political affiliation, gender or sexual orientation. FCCS is committed to providing a fair, equitable, diverse and inclusive work environment. We welcome candidates that will promote and value diversity and exercise teamwork and collaboration.

FCCS is an equal opportunity employer. Please visit the FCCS website at www.HealPlayLove.org.

Applicants must meet the qualifications stated in job posting.

HOW TO APPLY: Send your resume to hr@healplaylove.org with the subject heading “Family Monitor Application” and the geographical area desired.

NO PHONE CALLS PLEASE. FCCS cannot respond to each inquiry or application. If you are selected for an interview, you will be notified by email or phone.

Job Type: Part-time

FCCS Offers:

- Flexible Schedules with Work-Life Balance
- 401k (Retirement) Plan
- PTO
- Professional Development and Training
- Career Growth Opportunities
- Cellphone or Tablet Stipend
- Travel Reimbursement

OFFER ACCEPTANCE (only sign when requested)

I have read and agree to the job description. I am willing to be trained and will comply with the above-mentioned criteria. I will ask my supervisor questions if I have any.

Signature / Date

Printed Name