

## Waseca Police Department Job Description

SUBJECT: Visitation and Exchange Monitor – Safe Haven Grant	JOB DESCRIPTION #: <b>JD-013</b>
APPROVED BY: CHIEF VOUGHT	EFFECTIVE DATE: May 2014
DISTRIBUTION: ALL	REVIEW DATE: INDEFINITE
POST MANDATED POLICY: NO	REVISED: July 10, 2017

### 1.0 Primary Objective of Position

This position requires exceptional interpersonal skills because of the continuous contact with members of the community seeking assistance. This position consists of monitoring visits of non-custodial parents and their children, adhering to the center's policies and procedures, and ensuring the overall safety of all clients.

### 2.0 Anticipated Time Distribution

The work schedules for this position are approved by the Chief of Police and may be based upon the scheduled visitation/exchange needs of clients and work activities related to the position. However, an approximate time distribution of available work hours occurs as follows:

- |                                 |     |
|---------------------------------|-----|
| a. Monitoring Clients           | 95% |
| b. General Administrative tasks | 5%  |

### 3.0 Primary Areas of Responsibility

- 3.1 To supervise visits and exchanges of non-custodial parents and their child (ren). This includes monitoring, recording, minimal documentation, and, if necessary, intervening with a parent or a child who demonstrates behavior that is a physical or mental safety risk or exhibits actions that violate policies/guidelines.
- 3.2 Uphold The Guiding Principles as provided by the Office on Violence Against Women.
- 3.3 Uphold Connections' Guiding Principles and Mission Statement, as stated in the Internal Policies document.

- 3.4 Explain, assist and/or supervise the orientation of families who wish to use the visitation and exchange services of the center as well as ensure that all proper policies, guidelines, and procedures are followed.
- 3.5 Maintain complete and accurate documentation concerning visitations and exchanges, if documentation is warranted.
- 3.6 If relevant, provide information to the courts, attorneys, Guardians Ad Litem, social workers, and other professionals.
- 3.7 Comply with mandated reporting requirements.
- 3.8 Maintain confidentiality of information pertaining to staff and clients.
- 3.9 Demonstrate knowledge of domestic violence, child abuse, sexual assault, teen dating violence, and stalking.
- 3.9.1 If relevant and available, attend and participate in local, out-state, and webinar-type trainings.
- 3.9.2 Maintain cleanliness of center.
- 3.10 Minimal general office and computer duties.

#### 4.0 **Overall Expectations**

- 4.1 Assist clients with concern and empathy; respect their confidentiality and privacy.
- 4.2 Adhere to the visitation center's policies and procedures and exhibit agency team values: compassion, respect, and excellent service.
- 4.3 Perform high-quality work within specified deadlines. Have excellent writing and editing skills and be able to write and communicate with a variety of audiences.
- 4.4 Work effectively as a team contributor on all assignments.
- 4.5 Work independently while providing necessary communication and coordination of work efforts with co-workers.
- 4.6 Possess excellent interpersonal communication skills and critical thinking abilities
- 4.7 Possess the ability to work a flexible schedule. Connections can be open 365 days a year, which includes all holidays, weekends, and evening hours.
- 4.8 Participate as requested on other assigned projects.

## **Supervision**

**4.1** This position reports directly to the Police Lieutenant.

## **QUALIFICATION REQUIREMENTS**

### **MINIMUM QUALIFICATIONS:**

High School diploma.

Ability to read and write short sentences.

Ability to stand and move about for prolonged period of time.

Ability to hear to accurately perceive and receive information at normal spoken word levels.

Ability to see to accurately view interactions between child (ren) and parents/guests.

Ability to comprehend and explain the policies and procedures of the visitation and exchange center.

### **PREFERRED QUALIFICATIONS:**

At least one year of related previous employment, education, or experience that may include any of the following:

1. Postsecondary classes in Psychology, Sociology, Social Work, Women's Studies, Pre-Law/Legal/Criminal Justice, Political Science, or Public Policy.
2. Knowledge of court procedures relevant to divorce, separation, and/or custody issues.
3. Understanding of child and family dynamics relevant to divorce, separation, and/or custody issues.
4. Previous experience with development of advocacy, educational programming, or policy in domestic violence, child development, and/or related issues; and experience working with survivors of domestic violence and sexual assault.

Bilingual abilities in English/Spanish.