



Position:	Parenting Center Supervised Visitation Specialist
Hours:	Part time with the possibly of full time, hours will vary <i>Evening and weekend work may be required in this position. Flexible scheduling.</i>
Compensation:	\$18.00 - \$20.00 per hour
Supervision:	<i>This position reports to the Parenting Center Supervisor</i>

YWCA Helena Mission:

YWCA Helena is committed to preventing homelessness, providing safe and supportive housing for women and children experiencing homelessness, and providing services that restore hope, self-sufficiency, and happy, healthy lives. Together with YWCA USA and YWCA's across the country, we are dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

Job Summary:

A crucial and integral component of YWCA Helena's work includes the YWCA Parenting Center. The Parenting Center serves as the parenting support for women in early recovery as well parents in the community, provides supervised visits for non-custodial parents, facilitates safe exchanges, and provides parenting coaching and classes.

The Parenting Center Supervised Visitation Specialist is responsible for facilitating safe, supervised visits between children and their non-custodial parents to maintain relationships and strengthen connections. This person is also tasked with providing a safe place for parents/guardians to drop off and pick up their children for custodial exchanges, without having to cross paths or interact.

Finally, this position is an instrumental team member to a multidisciplinary and holistic team at the YWCA. The Parenting Center Supervised Visitation Specialist facilitates an ongoing approach to both align YWCA Helena's effort to prioritize child(ren) and parent(s) reunification.

Minimum of a High School Diploma with experience in child-care and/or childhood development or the criminal justice system. Bachelor's Degree in social work, Early Child Development, or related field from an accredited university is preferred.

Family Visitation and Exchange Services:

- Ensures a safe, happy, and stimulating emotional and physical environment for children and families.
- Supervises visitation sessions between non-custodial parent(s) and their child(ren) as referred through the WINGS program, court orders, Department of Family Service, or other community agencies.
- Schedules supervised visitation appointments with assistance from Parenting Center Director.
- Documents each visitation completely and objectively in accordance with policies and procedures in a timely manner.
- Arranges transportation for child(ren), if applicable.
- Remains neutral to all participants.
- Ensures that center facilities and materials are safe, clean, and sanitized for children and families and comply with laws and regulations.
- Respect and maintain confidentiality and adhere to strict boundaries and professional ethics.

Teams

- Works as a partner in a multidisciplinary program/therapeutic team.
- Works closely with the Parenting Center team to build recommendations and referrals.
- Acts as an advocate representing perspectives relative to the parent-child relationship.
- Adhere to YWCA Helena ethics and values.

Other

- Attends meetings as assigned by the Parenting Center Supervisor.
- Other Duties as assigned.

Job Qualifications

A belief in the mission of YWCA Helena and positive attitude toward YWCA Clients will be the most important key to success. Attitudes, unlike skill sets, generally can't be taught. Must believe in the shared humanity of all people, go the extra mile for someone in need, be willing to give someone the benefit of the doubt, treat each person as an individual and foster a return to independence, not greater dependence.

In addition to the above characteristics ideal candidate will possess the following qualifications:

- Ability to identify problems and show initiative to develop and implement solutions.
- Keen understanding of poverty along with an understanding of trauma and how trauma presents in choices and interactions.
- Knowledge of Circle of Security or willingness to learn Circle of Security.
- Complete required supervised visitation training.
- Ability to work collaboratively with culturally diverse peers, community representatives, other staff within the organization and ability to relate well to clients and their families.
- Knowledge and understanding of issues and dynamics within families.
- Ability to approach all parents with compassion and understanding.
- Ability to intervene and respond quickly in crisis situations and have proven conflict resolution and de-escalation skills.
- Knowledge about and/or experience working with children who have been exposed to trauma and/or who are at-risk of trauma exposure is a plus.
- Experience working with survivors and victims of sexual and domestic violence is a plus. Experience working with homeless individuals and families is a plus.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must have a positive attitude and ability to perform multiple duties.
- Valid driver's license and insurable. Ability to travel to programs or other off-site facilities utilizing personal or company vehicle as required.
- Ability to lift at least 50 pounds.
- Ability to work both independently with minimal supervision as well as cooperatively and part of the YWCA team.
- Ability to organize and prioritize workload.
- Excellent interpersonal, written, verbal, and communication skills.
- Demonstrated professionalism, integrity, and ethical behavior with regard to confidentiality as well as in matters concerning coworkers.
- A commitment to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

A background check is required for all staff at YWCA Helena.

Please submit cover letter, resume, and three professional references to Denise@ywcahelena.org. This position is open until filled.