

### **Visitation Specialist Job Description**

JOB TITLE: Visitation Specialist  
HOURS: Vary- up to 40 hours  
REPORTS TO: Visitation Specialist Supervisor  
WORKS WITH: Foster care staff, children, birth parents, foster parents  
SUPERVISES: None

#### **Description:**

The assigned worker will be responsible for supervising parenting times and providing a safe, secure environment, physically and emotionally, for children in the foster care system at Fostering Futures' office or another agreed-upon site.

#### **Responsibilities:**

- Supervise parenting times for birth parents with their child(ren). Supervision includes: seeing and hearing every interaction, documenting the visit and all significant interactions, and intervening with the parent or child when intervention or guidance is required.
- Review assigned schedule via Google Docs, a minimum of weekly on Fridays by close of business, to review upcoming week of visitations. If requested, review the schedule more frequently due to the unpredictability and many factors that impact the visitation schedule. Leave any comments, questions or concerns within Google Docs and communicate directly with Supervisor for immediate issues.
- Maintain contact with Foster Care Case Manager and Foster Care Supervisor assigned to the case to provide pertinent information via text, phone call or the designated group in WhatsApp.
- Schedule and participate in weekly 15-45 minutes (length may depend on needs of the Visitation Specialist, schedule of Visitation Specialist and Supervisor, and needs as assessed by the supervisor) to debrief with Supervisor to address case information.
- Report any problems or concerns to Foster Care Supervisor and/or Visitation Specialist Supervisor as soon as possible.
- Be prompt in keeping appointments and adhering to agreed upon schedules.
- Abide by Fostering Futures confidentiality policy.
- Document Billable Hours, which are limited to visitations, driving, and production of visitation summaries. If a visitation is cancelled Visitation Specialist are expected to assist the Administrative Office with prior approval of activities by Supervisor. Any hours accounted for without approval are subject to audit/verification/denial. If hours are

submitted fraudulently visitation specialist will be disciplined up to and including termination.

- Communication with Parents (Foster Care or Birth) shall be limited to the Child's Welfare or Visitation Confirmation. If communication extends beyond said topics, the Visitation specialist shall connect the Parent with Case Manager.
- All visitation reports need to be completed at the time of the visits and must be turned in to the Visitation Specialist Supervisor by the next business day.
- Submit requests for time off, and communicate changes in availability, with as much advance notice as possible.
- Follow and enforce Fostering Futures' policies regarding visitation procedures.
- Must reflect agency values and treat staff and supervisors appropriately and within the framework of professional conduct.
- May provide childcare in the agency office.
- Provide transportation to birth parents or children.
- Ensure children are using properly sized and installed car seats, and are properly buckled when transporting.
- Performs other related duties as assigned.

### **Qualifications:**

- Should have a bachelor's degree in a human service field or be working toward one.
- Should be dependable, flexible, and patient.
- Should be sensitive to the needs of the families we work with.
- Should be capable of handling emergencies if necessary.
- Must have reliable transportation and hold a valid driver's license and car insurance.

### **Skills:**

- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in being able to manage change and adapt easily.
- Skill in establishing and maintaining effective working relationships with co-workers
- Basic computer skills including Microsoft Word.

### **Reimbursement:**

Mileage should be documented and submitted to your direct supervisor weekly.