



WEST CENTRAL MN COMMUNITIES ACTION, INC.

“West Central MN Communities Action, Inc., a resource agency, is dedicated to reducing the effects of poverty and helping people achieve self-sufficiency, and improving the quality of rural life.”

Employee Name		Division
		PLUS Kids
Job Title	Job Classification Code	FLSA Status
PK Supervised Visitation Facilitator	Grade 3	Nonexempt
Reports to:		FTE
Family and Community Services Director		Part-time
Employee’s Signature		Date
Supervisor’s Signature		Date

PRIMARY FUNCTIONS

- Responsible to facilitate a safe and neutral environment for PLUS Kids families during exchanges and/or visitations.

AGENCY EXPECTATIONS

- Adhere to Agency policies and procedures.
- Acts as a role model within and outside the Agency.
- Provide friendly, responsive service to the public, community organizations and to those we serve.
- With a respectful and positive attitude, work with low-income individuals and families with diverse backgrounds.
- Support, develop and maintain productive relationships required to carry out job activities.
- Demonstrate flexible and efficient time management.
- Maintain the security and confidentiality of all records and interpersonal interactions.
- Serve as an advocate.
- Work effectively and cooperatively with community partners and co-workers.
- Participate in Agency-wide and program events.

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QUALIFICATIONS

Minimum

- High School Diploma - 2 year degree in child development, or related field is desired
- Experience working with children and families in crisis 1-2 years
- Interest and experience in working with young children
- Ability to exercise patience and understanding when working with children
- Ability to follow instructions; good oral communication skills
- Proof of valid driver's license and current/adequate vehicle insurance coverage
- Meet physical abilities: must be able to lift 50 lbs; and daily kneeling, stooping, bending and sitting on the floor to attend to children's needs

Preferred

- Demonstrated understanding of diverse backgrounds and cultures

REPORTING TO THIS POSITION ARE:

None

ESSENTIAL FUNCTIONS

1. Perform client intakes as requested by Supervisor/ F&CS Director
2. Supervise and document children and adults during supervised visitations
 - a. Monitors Supervised visitations and safe exchanges
 - b. Create schedules and calendars for exchange and supervised visitations
 - c. Contact parents on schedule changes
 - d. Clean and organize visitation rooms
 - e. Document cancellations
 - f. Maintain files
3. Supervise volunteers in the absence of PLUS Kids Lead Facilitator/F&CS Director
4. Assist with fund raising activities
5. Agency and Division Support
 - a. Represent Agency in the communities we serve
 - b. Compile and submit required reports and data to supervisor
 - c. Assist with other program projects as requested by supervisor
 - d. Attend and participate in agency, community and state meetings important to effective Agency operations
 - e. Seek out additional training to enhance personal development
 - f. Keep immediate supervisor informed of all problems, unusual or extraordinary matters of significance coming to his/her attention, so that prompt corrective action can be taken as needed.
 - g. Perform other duties and responsibilities as assigned by supervisors

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AMERICANS WITH DISABILITY SPECIFICATIONS

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance, stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee must occasionally lift and/or move up to **50** pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.