

**Southern Valley Alliance**  
**Job Description – Children’s Visitation Center Advocate**

<b>I. Identifying Information</b>		
<b>Job Title:</b> Children’s Visitation Center Advocate	<b>FTE:</b> .60 FTE	<b>Revision Date:</b> 06/09/20
<b>Supervisor:</b> Children’s Visitation Center Coordinator	<b>Classification:</b> <input checked="" type="checkbox"/> Non-exempt <input type="checkbox"/> Exempt	

**II. Organization & Job Summary**

Southern Valley Alliance is an organization focused on providing resources and support to clients who have been effected by domestic violence. SVA prides itself on being creative, innovative, proactive, and team oriented all with an emphasis on serving a population in need. An SVA staff member must have the passion to create a better life for those in need and a desire to contribute at both an individual and team level.

The Children’s Visitation Center Advocate monitors supervised visits and facilitates visitation exchanges at the Children’s Visitation Center. At the Center, children can visit their non-custodial parents in a safe, comfortable, child friendly setting. The Center Advocate enforces the Center’s guidelines and policies to ensure the physical and emotional well-being and safety of the children.

This job descriptions serves only as a general description of anticipated day-to-day responsibilities of this position. Management retains the discretion to add duties or change the duties of this position at any time.

**III. Core Job Functions**

**Duties and Responsibilities:**

- 1. Monitors supervised visits and facilitates visitation exchanges.**
  - a. Demonstrates a neutral nontherapeutic observation intervention.
  - b. Intervene on any inappropriate behaviors of parents toward their children.
  - c. Enforce the Center guidelines and policies and provide disciplinary actions to parents if necessary.
  - d. Advocate for children’s safety and well-being.
  - e. Report child abuse as mandated by law
- 2. Maintains up-to-date documentation of visits and exchanges.**
- 3. Performs other duties as assigned by Coordinator.**

**IV. Position Requirements**

**1. Skills, Knowledge and Abilities**

- a. Excellent communication skills – both verbal and written.
- b. Ability to maintain confidentiality.
- c. Access to reliable transportation with a valid driver’s license and insurance.
- d. Record keeping skills with a strong attention to detail.
- e. Ability to work with minimum supervision.

- f. Flexible and adaptable.
- g. Conflict resolution skills with the ability to identify, analyze, and solve problems.
- h. Willingness to maintain the standards, carry out the purpose, and adhere to the policies of SVA.
- i. CPR and first-aid certified.
- j. Ability to pass a criminal history background check.

**2. Education and Experience**

- a. Minimum – High school diploma or GED.

**V. Working Conditions and Environment**

- This position is located in an office setting. The building is accessible and smoke free. This position works during normal business hours, evening and weekend hours.
- This position involves lifting and carrying boxes and other loads up to 20 pounds.
- This position involves sitting for extended periods of time.
- This position requires extended periods of time working at a computer.
- This position involves the ability to go up and down stairs.
- All SVA staff must be able to work effectively in a mission-driven agency whose clients exhibit significant diversity with respect to race, ethnicity, gender orientation, socio-economic status, nationality, and religion.
- SVA is an Equal Opportunity Employer.
- All advocates must successfully pass a background check.
- All advocates must successfully complete visitation center training.

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Staff Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Date