

Children's Friend and Service

Job Description

Job Grade: 5

Position: Visitation Worker

Reports To: Supervisor of Family Preservation

Qualifications: Bachelor's Degree in Social Work or related field from an accredited school. Must have a good working knowledge of child welfare, adoption and foster care. Ability to work flexible hours per program needs required. Must have a valid driver's license, automobile, and auto liability insurance.

Job Responsibilities

1. Provide therapeutic visitation services for children placed in agency and/or DCYF foster homes, kinship placements, and their parents or other identified extended family member. Transport children to visits utilizing the agency vehicle. Supervise visits and provide therapeutic intervention during visits to promote the development of parent-child bonding and teach parents effective parenting skills. Coordinate visitation schedule with program workers, DCYF personnel, foster and birth families to meet DCYF case plan goals.
2. Conduct a thorough assessment of the first 6 weeks of visitation for each case assigned, and provide the assessment in written format to the DCYF caseworker. Provide ongoing visitation reports to DCYF caseworker after each scheduled visitation.
3. Assist with the ongoing, regular maintenance of the foster care program's leased vehicle.
4. Provide agency and DCYF foster families with a range of supportive services including service linkage; individualized education and training; support related to separation, grief and loss; support and information related to contact with birth families; and support and information related to concurrent planning.
5. Provide case management and supportive services to children in agency and/or DCYF foster homes which may include collaboration with all service providers; regular case conferences with DCYF regarding case status and permanency planning; and referrals for needed services. Monitor the adjustment and development of children in agency and/or DCYF foster homes. Attend medical appointments and / or appointments with other specialists as needed.
6. Ensure that all required documentation is accurately completed per agency policy and program guidelines.
7. Provide accurate and timely documentation for use in family court to DCYF and the Children's Friend and Service agency Attorney per program guidelines.

8. Maintain a caseload as assigned by the Supervisor of Family Preservation.
9. Interact effectively and respectfully with others, and particularly with individuals whose backgrounds are different from one's own. Actively assist foster and pre-adoptive parents with promoting personal and cultural identity for children in their care.
10. Maintain current information regarding agency and community programs, and information related to adoption and foster care policies and procedures.
11. Actively participate in ongoing training and professional development activities.
12. Participate as required with administrative staff in the evaluation of agency programs and service delivery.
13. Constructively utilize individual and peer supervision to evaluate and improve effectiveness in providing services to clients. This includes active participation in weekly team meetings and the peer review process.
14. Contribute to the overall success and quality of the program by working constructively and collaboratively with other staff members to address programmatic and agency wide issues and needs.
15. Meets productivity standards for the program.
16. Complete other duties as assigned.

I have read the above list of duties pertaining to my position. I agree to adhere to the policies and procedures of Children's Friend and Service.

Employee Signature

Date