**White Plains & Central Westchester**

**Supervised Visitation Monitor**

**Introduction:**

*As we like to say, “We’re not new to it, but we are true to it.”*

The YWCA White Plains & Central Westchester (YWCA) is the oldest and largest women’s organization in the region. For more than 90 years, YWCA has been on a mission to eliminate racism, empower women, stand up for social justice, help families, and strengthen communities. We are one of the oldest, most diverse women’s organizations in the US and the world.

We are committed to empowering people to create change in their lives and their communities. Whether we are providing supportive housing for homeless women, or cultivating girls to be leaders, or educating children for brighter futures, or standing up against racism, or putting health & wellness and competitive sports within reach of the underserved, we are there! Today we serve more than 4,000 people each week.

Our mission is real, genuine, and authentically pursued by the entire staff. We are positioned for IMPACT!

*If this sounds interesting to you...keep reading!*  

The YWCA White Plains & Central Westchester is looking to hire multiple candidates for the position of **Supervised Visitation Monitor**. The positions being offered are Per Diem and would be for *up to 16 hours* a week.

The **Supervised Visitation Monitor** position is responsible for fostering the development of healthy family relationships and supportive living environments by facilitating visitations and documenting family visits in a supervised and controlled setting, as identified in the service plan and/or Individual Treatment Plan.

**Key Responsibilities:**

- Monitor the visitation for safe environment, following the prescribed guidelines, timely presence and full attention on the visit.
- Provide individual supervision and observation for non-custodial parent’s visit with his/her child(ren).
- Complete necessary paperwork during and after each family visit.
- Enforce rules and policies under the supervision of program director and/or site coordinators.
- Interact with custodial and non-custodial parents and children.
- Report immediate concerns or unusual situations to director or coordinator.
- Meet regularly with program director or site coordinators.
- Participate in required preliminary training and on-going training.
- Perform other duties as directed by either the program director or site coordinators.
- Other duties as assigned.

**Schedules and Location:**

Currently looking to fill for **White Plains:**

- Mon-Wed 4pm-8:00pm
- Saturday 9:30am-3:30pm
- Sunday 9:30am-3:30pm
- The positions being offered are Per Diem and would be for up to 16 hours a week.

**Qualifications:**

**Education:** High School Diploma or GED (General Education Diploma)

**Experience:** At least one-year experience working with children. Knowledge in areas of domestic violence, child abuse, and/or substance abuse preferred. **Bi-lingual (English/Spanish) a plus.**

**Knowledge/Skills/Abilities:**

- Ability to uphold organizational values; treat people with respect; work with integrity; AND maintain confidentiality
- Good writing, verbal and observation skills a must.
- Comfortable and patient with children.
- Willingness to intervene during visit when necessary and able to remain neutral.
- Responsible, consistent and committed to the mission of the Visitation Center.

**Expectations:**

- Proper boundaries with the clients must be maintained. This includes not accepting or giving gifts, favors, special privileges, or entering into a personal relationship.
- It is expected that staff will avoid receiving personal calls and visitors.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation maybe made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

While performing this job the staff member shall:

- Use strength to lift items or individuals needed to perform the functions of the job.
- Sit and stand for required periods of time.
- Speak and hear.
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Communicate effectively in English, using proper grammar and vocabulary. In certain situations, American Sign Language. Braille, or other language may also be considered as acceptable forms of communication.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

**Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive:

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Exposure to heated/air conditioned and ventilated facilities.
- Function in a workplace that is usually moderately noisy but that can be very noisy at times.

**The Last Word...**

The YWCA White Plains & Central Westchester is a dynamic organization whose mission is to eliminate racism and empower women. Each week over 4,000 women, children and their families are served through our
childcare, nursery school, after-school, summer camp, athletic and mission-based programs. In addition, the YWCA provides a home for 193 low-income women at our Residence.

The YWCA White Plains & Central Westchester is an Equal Opportunity Employer.

Job Type: Part-time

Pay: $16.00 per hour

COVID-19 considerations:
- Personal protective equipment provided or required
- Temperature screenings
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

If interested in applying for this position apply HERE