

Visitation Coordinator

The Blackstone Valley Advocacy Center is a non-profit organization providing comprehensive services to victims of domestic violence and sexual assault.

Job Summary:

The Safe Havens Advocate will provide oversight and management of Safe Havens supervised visitation and child exchange services, including conducting intake and assessment of program participants; on site or remote monitoring of overall operations during visitation; recruit, train, and schedule visitation monitors; and ensure services are safe, neutral, and in compliance with contract and court requirements. This position reports to the Director of Community Services.

Principal Duties and Responsibilities:

- Manage the weekly visits including scheduling, staffing, and monitoring visits as needed;
- Recruit, train, manage, and evaluate monitoring staff;
- Conduct and/or oversee pre-service intake and assessments with all custodial and non-custodial parties;
- Conduct pre-service welcome visits at Safe Havens centers for program participants as needed;
- Coordinate and schedule security for visits;
- Supervise visitation monitors to ensure the safety of participants and compliance with program goals and objectives;
- Provide written reports for funders, including monthly and quarterly data reporting requirements through Empower DB;
- Develop and maintain community and statewide relationships with service providers, attorneys, court personnel, professional associations, and other related professionals;
- Attend Safe Havens RICADV meetings and collaborate with Safe Haven's partners as stated in the Safe Families MOU;
- Maintain confidentiality of client in accordance with VAWA federal laws and requirements;
- Attend LGBTQ+ specific trainings and RICADV related training and technical assistance to support the implementation of the grant; and
- Additional duties necessary for the efficient operation of the agency.

Skills and Abilities Required:

- Bachelor's degree in Psychology or related field and three years of relevant work experience;
- Understanding of domestic violence and child sexual assault issues;
- Strong written and verbal communication skills; and
- Bilingual preferred.

This job description is intended to describe the general nature and level of work performed; the Principal Duties and Responsibilities are a representative, but not exhaustive, list of duties performed.

The Blackstone Valley Advocacy Center is an Equal Opportunity Employer. The organization does not discriminate against a volunteer, an employee, or applicant for employment of conditions or opportunities for employment based on race, color, religion, gender, sexual orientation, gender identity or expression, disability, age or country of ancestral origin.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Vision insurance
- Life insurance
- Paid time off

Job Type: Full-time

Salary: \$21.54 per hour/\$42,000 annual