



Visitation Specialist Job Description

Pinal County and Maricopa Counties

Summary

Agape Adoption Agency of Arizona, Inc. provides family preservation services through its **Agape Family Services** program arm. Agape Family Services (“Agency”) Visitation Specialists provide services that promote the protection, well being, and best interests of children and young persons in safe families. Visitation Specialists provide and coordinate transportation for clients as requested by Arizona’s Department of Child Safety (DCS). They provide services to children and families in culturally relevant and linguistically appropriate manners and generate summaries of visits which are supervised. This part-time position reports to the Agency’s Visitation Supervisor. Starting salary range is \$13.00 - \$15.00 per hour.

This is a home-based position, with up to 80% of the caseload activity occurring in the field. Applicants desiring this option must own a reliable cell phone that is kept charged at all times, a computer with internet access and Microsoft Office software installed.

Case Work Responsibilities:

Document every contact with assigned clients in the family’s electronic agency case file;

Provide transportation to clients for court ordered visitations with a parent or other specified relatives, documenting observations about the visitation activities to ensure the safety and protection of the child;

Complete visitation summaries and submit to supervisor and DCS within 2 days following the visit, utilizing the required report format with content that is acceptable for Court submittal;

Follow DCS and legislative requirements, and Agency policies and practices at all times;

Relationship and Inter-Agency Responsibilities:

Work closely with families’ DCS case managers and other members of client’s Shared Parenting Team in order to best advocate for assigned families and meet their needs;

Make a positive contribution to the development of a co-operative relationship within the workplace;

Work collaboratively with other social work colleagues, professional advisors, managers and other employees Agency and other services providers with whom the Agency may be in partnership.

Desired Outcomes:

In carrying out the responsibilities and accountabilities outlined above the Visitation Specialist will be contributing towards the following outcomes:

- Assigned children and families are appropriately supervised and feel supported;
- Children are safe and receiving proper care and supervision;
- The Agency is able to track and report the progress of clients on the Visitation Specialist’s case load accurately at all times.

Requirements:

A clean, current driver’s license free of DUI suspensions or revocations;

Reliable transportation that is well-maintained and fully insured, with at least 2 seat belts free for use with Child Safety Seats

Ability to work evenings and weekends to accommodate client schedules;

Able to lift children weighing up to 40 lbs, able to run short distances to retrieve children, if necessary, able to climb stairs;

Computer literacy and familiarity with Microsoft Office products;

Ability to read a map;

Ability to obtain a DPS Level One Fingerprint Clearance Card;

High school diploma or GED;

Bilingual ability (Spanish and English) is desired but not required.

Interested applicants should send cover letters and resumes to administration@agapeaz.org