



Position Title: SUPERVISED VISITATION WORKER
Reporting to: SVP Coordinator
Position Type: part-time, 8-16 hrs per week, Monday to Friday & Weekends

PROGRAM DESCRIPTION:

The Supervised Visitation Program (SVP) provides a supportive and supervised setting that allows the strengthening of the parent-child relationship for families in situations of foster care or custody and visitation issues. AMCAL's Supervised Visitation Program operates in collaboration with the Ministère de la santé et des services sociaux (MSSS).

PURPOSE OF THE JOB:

The Visitation Supervisor is responsible for observing and reporting on visits between parents and children who are in foster care, or whose families are dealing with custody and visitation issues. The Visitation Supervisor is responsible for ensuring a safe and neutral environment during the visit.

SPECIFIC TASKS:

- ❖ Observe the visit and intervene when necessary (i.e. the health and safety of visitors are compromised and/or when indicated by the social worker/caseworker).
- ❖ Ensure that the visitation reports are completed in an objective and observational manner.
- ❖ Report to the SVP Coordinator all late, missed, or cancelled visits.
- ❖ Take responsibility for leaving AMCAL or any premises used, in a clean and orderly fashion.
- ❖ Appear in court when subpoenaed.
- ❖ Complete all database entries regarding client and demographic information within 48 hours of visit and submit all required paperwork and reports by the designated deadlines. Remote access to the agency database will be provided to staff after successful completion of the three-month probationary period.
- ❖ Submit timesheets to the Program Coordinator on a weekly basis.
- ❖ When applicable, act as the liaison between AMCAL and stakeholders, relaying all pertinent and relevant information to the Coordinator.
- ❖ Perform additional duties as necessary or as assigned.

PROFESSIONAL COMPETENCIES:

- ❖ CEGEP Diploma in related field
- ❖ A minimum of 3 years experience working with children, families, and parents
- ❖ Strong computer skills: Word, Excel, Windows, Outlook



- ❖ Organizational, time management and observation skills.
- ❖ Team player; strong interpersonal skills; able to work independently.
- ❖ Communication skills (both written and oral).
- ❖ Professional bilingualism required.

ANTICIPATED TRAVEL/SPECIAL WORKING CONDITIONS:

- ❖ Attend professional development conference as required.
- ❖ Attend yearly staff retreat if applicable.
- ❖ Able to work on evenings and weekends.
- ❖ Attend team meetings once a month

To send your resume or for more information:
Stephanie Pagé, Program Coordinator: 514-694-3161 ext. 228 / spage@amcal.ca