

SUPERVISED VISITATION PROGRAM COORDINATOR

Tompkins County

Department: Department of Social Services

Classification: Competitive

Labor Grade: 14

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Masters of Social Work or similar degree specifically in the field of human services planning and administration; **OR**
- (b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in the planning or administration of programs addressing the needs of families and children ; **OR**
- (c) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in the planning or administration of programs addressing the needs of families and children; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position responsible for the planning, development, implementation and review of the Tompkins County Safe Havens Supervised Visitation and Safe Exchange Program. Coordination of a variety of activities both internal and external to the Department of Social Services is required. In addition, the employee may also be required to monitor supervised visitation and safe exchanges. An incumbent in this class has a high level of autonomy and works under only the most general administrative direction of the Commissioner of Social Services. Wide leeway is allowed for the exercise of autonomy and independent judgment. The incumbent exercises supervision over the work of a small number of assigned program staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Maintains current knowledge of and interprets applicable Federal and State laws, rules and regulations pertaining to Supervised Visitation and Safe Exchange Programs (Office on Violence Against Women (OVW) Safe Havens);
- Reviews and evaluates program design ensuring program adheres to OVW's' Guiding Principles for Supervised Visitation and safe exchange programs;
- Assists the Supervised Visitation and Safe Exchange consulting team in the development of program protocols and procedures;
- Works directly with the Advocacy Center in developing all aspects of the program design;
- Assist in the development of a community needs assessment and outcome-based assessment instrument for measuring program success;
- Conducts a community and outcome-based needs assessment;
- Conducts on going program assessment to measure success;
- Conducts or leads all program oversight, monitoring and data collection functions;
- Develops and maintains program budget;
- Maintains contacts and good professional relationships with all necessary components of community partners and stake holders;
- Negotiates contracts with providers;
- Completes grant applications for the program;

- Plans, prepares and oversees the dissemination of Supervised Visitation and Safe Havens Program information to participants and the general public;
- Conducts presentations to the local bar, public interest groups, local not-for-profits, and other groups on an ongoing basis and as needed;
- Directs training sessions relative to the program and conducts training for staff and/or clients;
- Establishes a high level of organization for business and client case records.
- Prepares a variety of Federal, State, and local reports about the program;
- Periodically reviews progress in implementing the program and makes recommendations about change, policy and structure;
- May at times be required to monitor supervised visitation and safe exchanges.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of Federal, State and local laws and regulations as they affect Family Court, custody, visitation, domestic violence, child abuse and neglect;
- Thorough knowledge of the Department of Social Services overall programs, policies and procedures;
- Thorough knowledge of other laws and program regulations as they affect custody, visitation, domestic violence, and criminal justice;
- Thorough knowledge of the modern principles of domestic violence, supervised visitation, and child development;
- Thorough knowledge of community resources;
- Ability to communicate well, negotiate and deal effectively with others;
- Ability to plan, coordinate, manage and supervise the work of others and to evaluate their performance;
- Ability to interpret and apply complex written material to specific situations;
- Ability to develop and effectively present training materials on specific program content;
- Ability to gather information and prepare reports;
- Excellent public speaking skills;
- Ability to operate a personal computer using word processing, database management, spreadsheet, desktop publishing, and scheduling software;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Good judgment; and the employee's physical condition shall be commensurate with the demands of the position.