



TURN TO US.

## Visitation Specialist

Job Classification: Direct Service Staff

Hiring Range: \$15/hr

Department: Programming

### Job Description:

Provide supervised visitation and supervised custodial exchange services.

### Job Responsibilities:

Under the supervision of the Visitation Program Manager, the visitation supervisor will:

- Provide visitation supervision at Compass Center for Families and other locations deemed appropriate by the Visitation Program Manager.
- Complete objective visitation reports
- Complete required training
- Participate in individual and team supervision

### Professional Qualifications needed:

- Minimum education: High School graduate. College degree (AS or AA) preferred.
- Minimum experience: Experience working with people required; one year of employment in childcare, court or social services a plus
- Required clearances: Must be able to pass the state of Wyoming Central Registry and national FBI background checks.
- Minimum age: Applicants MUST be 21.

### Professional Skills needed:

- Excellent interpersonal, observational, conflict resolution and crisis management skills.
- Ability to adapt quickly to changing situations. Must be able to think quickly on your feet.
- Ability to work with people from diverse backgrounds
- Computer skills, word processing, use of Google applications
- Demonstrated ability to work independently and as part of a team.
- Good oral and written communications skills
- Detail-oriented, flexible and motivated
- Ability to work with people from diverse backgrounds
- Computer skill using word processing
- Ability to lift up to 50 pounds
- Ability to sit or stand for long periods of time
- Current first Aid and CPR certification (will provide training)