



ann davis transition society

**Title:** Family Time Visits Supervisor

**Reports To:** Family Time Visits Coordinator

**Job Site:** Ann Davis Transition Society Administrative Office – 9046 Young Rd, Chilliwack, BC

**Hours:** Casual

**Salary Range:** Competitive

**Job Posting Closing Date:** Open until filled

**To Apply:** Email resume and 2 references to [HR@anndavis.org](mailto:HR@anndavis.org)

### **Summary:**

The Family Time Visits Supervisor is responsible for scheduling and supervising visits to meet the emotional, physical and social needs of children. The visit supervisor is responsible for providing a safe and secure environment for children to interact with their parent(s) at the Ann Davis Transition Society facility or another agreed-upon site. The visit supervisor's schedule is flexible and is determined by the hours they want to work and the assignments they accept from the FTV Coordinator. The visit supervisor will build positive and respectful relationships with children, parents, caregivers, co-workers and other professional disciplines.

### **Core Competencies:**

- Proven knowledge, skills and experience in supporting vulnerable children;
- Working knowledge of how the impacts of child abuse and neglect, mental health conditions, addictions and family violence will effect children and other visit participants;
- Competent in working with people from diverse cultural backgrounds;
- Proven skills in conducting safety assessments and maintaining a safe environment;
- Well-developed interpersonal; oral and written communication skills;
- Ability to work collaboratively with co-workers, families, foster parents, social workers, community professionals and the broader community;
- Good organizational; time and general work management skills, plus the ability to work well independently and in a team environment.

### **Job Duties and Responsibilities:**

- Maintain a welcoming, safe and healthy environment for children, their parents, guests and caregivers.
- To provide *\* direct continuous supervision* of parent(s) with child/ren. This includes observing, and if necessary providing an unintrusive intervention with the parent, child or other visit participant who demonstrate inappropriate physical or verbal behaviours.
- Ensure that equipment, toys and the facility are clean, well maintained and safe at all times.
- Offering parenting tips or safety prompts without influencing the nature of the visit.
- Clearly define the terms & conditions (rules) of Family Time Visits with all visit participants. Must be prepared and able to terminate visits if the rules are violated or any visit participants display improper conduct.
- Monitor and provide a safe visitation environment for children and terminate the visit if the environment or situation becomes inappropriate or unsafe for the child.
- Clearly and effectively communicate in a manner that children understand.



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- Report as soon as possible any problems or concerns regarding a specific client, social worker, child, foster parent or any other visit participant to the FTV Coordinator.
- Ensure children are supervised at all times. Visiting parents may not be left alone with children
- Treat all visit participants with unbiased respect, professionalism and dignity.
- Be punctual in attending visits and adhering to agreed-upon schedules.
- Abide by all Ann Davis Transition Society policies and procedures.
- Observe children for signs of anxiety, stress or emotional upset, and intervene if necessary.
- Promote a positive image of the Ann Davis Transition Society's *Family Time Visits* program to the public.
- Handle and process monetary transactions from ADTS clients.
- Diligently observe and report interactions between children and parent(s) in a written report.
- Prepare and submit a thorough factual and objective report focusing on what was observed, heard and said during the visit. Be aware that anything other than objective observational notes will compromise the neutral integrity of the FTV program.
- Develop and maintain current, accurate and confidential electronic client files.
- Be familiar with all Ann Davis Transition Society emergency and evacuation procedures.
- Regularly contact and liaise with the FTV Coordinator, social workers, parents, foster parents and caregivers.
- Wear ADTS photo ID when on duty; whether in the facility or out in the community.
- Participate in professional development workshops, educational courses and training relevant to this program as directed by the FTV Coordinator or the Ann Davis Transition Society's Executive Director.
- Orientate and mentor new visit supervisors.
- Provide shift coverage for co-workers when required. (i.e. illness, LOA or vacation)
- Record time worked, mileage and expenses and submit forms as per the ADTS established policies.
- Inform FTV Coordinator in advance of planned vacations or the need for extended leaves for any reason.
- Invited to attend monthly staff meetings and;
- Encouraged to volunteer for at least one company fund raiser or event per year; as time permits.

*\* **Definition of Direct Continuous Supervision:** The visit supervisor will directly hear and understand all words spoken by all the visit participants and will observe all contact between the visiting parent, guests and the child/ren.*

**Qualifications:**

- High School Diploma, G.E.D. or equivalent.
- Social work, psychology, counselling or criminal justice diploma or degree; University students currently enrolled in one of these fields is considered acceptable. Or the equivalent combination of education, training and experience – preferred 1 - 2 years' experience (i.e., healthcare, community support, etc.).
- Current CPR C and First Aid Certificates.
- Must be capable of passing a Vulnerable Sector Criminal Record Review.
- Proven ability to successfully work with children and their parents in a sensitive, effective and professional manner.
- Strong working knowledge of child development theories and practices.



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- Strong working knowledge of relevant legislation, policies and procedures to ensure that children are supervised and safe at all times.
- Demonstrated ability to advocate for children.
- Good organizational, time management and prioritization skills.
- Strong morals and ethics, sound judgement and reasoning skills, along with a commitment to discretion, privacy and confidentiality.
- Effective verbal, written and interpersonal communication skills that allow one to work efficiently in a diverse working environment.
- Must hold a valid unrestricted class 5 driver's license. (**N** drivers may not transport children or clients)
- Provide a clean ICBC driver's abstract upon hire; then every three (3) years while employed.
- Must have a reliable, safe, well-maintained, clean, non-smoking vehicle with working seat belts and appropriate insurance as per Ann Davis Transition Society's Driving Policy.
- Required to have a laptop, I-pad, tablet or equivalent, and being knowledgeable in using computers and peripherals; including effective working skills of MS Word, Excel, Outlook and e-mail.
- A personal cell phone is mandatory for the position.

**Work Conditions:**

- May be exposed to infectious waste, diseases, conditions, etc., including potential exposure to the AIDS/HIV, hepatitis B or C viruses or other contagious diseases. Appropriate PPE will be provided.
- Personally interacts with children, youth, family members, foster parents, social workers, staff and visitors.
- Should be available for flexible scheduling 7 days a week; weekdays, weekends and possibly some holidays.
- Comply with the Working Alone Policy during visits after regular office hours, weekends and in the community.
- Required to attend community visits as per agreements made with parents and/or social workers.
- May be required to transport MCFD children or clients to or from visit locations.

**Additional Skills:**

- Must possess a non-judgmental attitude, and have the ability to act in a conscientious professional manner with all persons and in all situations.
- Visit supervisors are expected to communicate with FTV participants to schedule visits via phone, text or email in collaboration with the FTV Coordinator.
- Have an efficient manner – be aware of all aspects of the environment and visit participants at all times.
- Effective interpersonal skills should be demonstrated when dealing with families involved in abuse or neglect situations as well as children or other individuals

Note: We conduct primary source verification of applicant's credentials including education, training, work history, and licensure.



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STATEMENT OF DIVERSITY

The Ann Davis Transition Society, as a leading non-profit organization, respects diversity and foster social inclusion. We strive to deliver inclusive service, affirming the dignity of those we serve regardless of heritage (race, ethnicity, culture, nationality, linguistic origin, place of origin, citizenship, colour, ancestry), education, beliefs, creed (religion, faith, spirituality), gender, gender identity, age, sexual orientation, physical or mental health, physical or cognitive capabilities, socio-economic status and political belief.

*The Family Time Visits Supervisor will follow the Code of Ethics and the Mission Statement of the Ann Davis Transition Society.*