



Job Posting

Visitation and Exchange Specialist: Part-Time, \$100 Sign-on Bonus, Greeley, Colorado

The Visitation and Exchanges Specialist is responsible for assisting the Program Supervisor in the implementation of the supervised visitation and safe exchange program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with Schedule and implement an ongoing schedule of Visitation and Exchange program services.
- Implement direct visitation and exchange services according to the specifics provided in referral documentation.
- Monitor staff as they provide direct visitation and exchange services, if requested by Visitation and Exchange Supervisor.
- Maintain client records and files to comply with HIPAA and agency regulations.
- Establish and maintain regular and ongoing communication and effective working relationships with other local professionals as they pertain to the program's delivery of services.
- Report any suspected cases of child abuse to the appropriate agencies as required as a mandated reporter.
- Participate in staff meetings and other training as required by the agency and Program Director.
- Collect data.
- Accept payment from clients.
- Perform other duties as assigned.

QUALIFICATIONS

- Ability to self-start and work well in a team setting.
- Ability to communicate effectively in both oral and written form.
- Knowledge and education in areas of child development, psychology, education or a related field.
- Prior experience in working with children.
- Experience with and understanding of cultural diversity issues as they apply to family dynamics.
- Willingness to travel within Colorado. Must maintain valid Colorado driver's license and must carry automobile liability insurance at the level of \$100,000/300,000/100,000.
- Demonstrates commitment to the Mission, Values and Vision of Lutheran Family Services Rocky Mountains.

EDUCATION and/or EXPERIENCE

Bachelor's Degree; or two to four years related experience and/or training; or equivalent combination of education and experience.

Part-time: Seeking candidates with availability in the hours of 2pm to 8pm Monday through Thursday and Saturdays 8:30am to 1pm.

To apply and to learn more about our benefits, please visit: <https://www.lfsrm.org/Careers>

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.