

**Lutheran Family Services  
Position Description**

<b>Position Title:</b> Visitation Specialist	<b>Effective Date:</b> December 2009
<b>Paygrade:</b> D	
<b>Reports to:</b> Safety and In-Home Supervisor	<b>Appointed By:</b> Director of Children Services
<b>Region:</b> Children Services	<b>Location:</b> Omaha / SE Nebraska
<b>FLSA Status (check appropriate box):</b> <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	

**LFS Mission Statement:**  
Lutheran Family Services expresses God's love for all people by providing quality human care services that build and strengthen individual, family and community life.

**LFS Values:**  
Respect all people, families and communities. The pursuit of excellence is achieved through the education of staff and the celebration of diversity, collaboration and change. Integrity, accountability and teamwork are values that guide our communication and work in a manner that upholds the Agency's reputation and Christian value base.

**Job Purpose:**  
Provide visitation supervision services on a continuous basis to children and families involved in the In-Home Safety and Support Program. Also provide tracker, electronic monitoring and drug screening and testing services for youth and families.

**Essential Job Duties:**

Service Delivery

- Facilitate visits between children and their families, including: arranging for or providing transportation, ensuring safety of children during visitation, and providing ongoing support to parents and other relatives throughout the visitation
- Develop respectful relationship with persons served to help them gain skills and confidence.

Record Keeping

- Document all contacts in the file within program established timeframes. Files must be maintained in accordance with guidelines established by Council on Accreditation, and agency policies and procedures.
- Collect statistics and implement all CQI procedures.

Collaboration and Community Relations

- Collaborate closely with In-Home Safety and Support team to ensure continuity of care to the children and their families.
- As needed, and through the guidance and support of the Program Director, interact with DHHS Case Managers, other human service agency professionals, community therapists and psychiatrists, and the court system to offer information and insight regarding biological family interaction and progress during visitation.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.

**Job Requirements:**

- High school graduate, some college in human services preferred.
- Experience providing safety and in-home interventions required.
- Understanding of cultural values and beliefs of populations being served.
- Experience working with children, especially children in out-of-home placement, preferred.
- Bilingual (Spanish, Arabic, Nuer, or Dinka) skills preferred.
- Ability to work independently and make appropriate decisions in crisis situations.
- Hours include evenings and weekends.
- Valid Nebraska driver's license, proof of liability insurance and ability to drive for Agency business.
- Commitment to the mission of Lutheran Family Services.

Hiring Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Director Human Resources \_\_\_\_\_

Date \_\_\_\_\_