

JOB DESCRIPTION #602

TITLE: Direct Support Professional

FUNCTIONAL TITLE: Observer

REPORTS TO: Assistant Program Manager

BASIC FUNCTIONS: The primary functions of the Observer is to supervise Safe Child visits and to intervene during the visits where deemed necessary, and provide constructive feedback, correction, or redirection to the relevant party where necessary.

SCOPE: The Safe Child Visitation Center allow parents safe access to their children when a court or Child Welfare agency has determined that custody or unsupervised contact with the parent may endanger the child. In order to provide a safe environment for the child during visitation with custodial and non-custodial parents, the Center has Observers on staff to ensure that visits are conducted in a safe, positive, and nurturing environment.

QUALIFICATIONS:

- High School diploma
- Ability to work with children
- Understanding of domestic violence and it's impact on families
- Ability to work flexible hours including weekends
- Valid Driver's License, ability to drive and means of transportation
- Travel to other cities and towns may be required

SCHEDULE: This may be a full time or part time position with hours to be determined by the needs of the program. May be required to work flexible hours, including nights and weekends.

RESPONSIBILITIES/OBJECTIVES:

- Upon hire, complete at least 30 hours of required observer training and complete 25 hours annually thereafter.
- Observe visits at Child Safe Visitation Center.
- Maintain independence from parties by demonstrating appropriate boundaries.
- Relay information relevant to the child's welfare, to the Assistant Program Manager or Program Manager at the commencement and conclusion of the visit.
- Intervene during the visit, where appropriate and necessary, to ensure the welfare of the child (re-direct inappropriate conversations/interactions).
- Facilitate child/parent interaction during the visit (suggest activities, initiate conversation).

- Terminate the visit if the child's/staff's/other party's emotional or physical safety cannot be maintained.
- Maintain client record/documentation in compliance with local, state and federal law and provider regulations.
- Provide constructive feedback, correction, or redirection to the relevant party when necessary.
- Document the visits, utilizing the center's observation forms in a timely and thorough fashion.
- Attend staff meetings and trainings as required by the Program Manager.
- All other duties assigned by supervisor, his/her supervisor or the designee of either party.

EXPECTATIONS:

- To carry out all responsibilities professionally and effectively.
- To treat all individuals with dignity and respect.
- To have a commitment to assist individuals and families at risk.
- To work in harmony with Seven Hills Behavioral Health staff.
- To work in harmony with Seven Hills Foundation.

PHYSICAL REQUIREMENTS: Must be able to sit for extended periods of time. Must be able to lift 10-15 lbs on occasion.

STATUS: Non-Exempt

STATE CONTRACT CROSS REFERENCE TITLE: N/A

I have read and understand my job description.

Employee

Date

Employee Printed Name

Supervisor

Date