



## FAMILY JUSTICE CENTER

SAFETY | HEALING | COMMUNITY

[cocofamilyjustice.org](http://cocofamilyjustice.org)

**Job Title:** Supervised Visitation and Exchange Specialist (Part-Time)  
(Spanish English Bilingual Required)

**FLSA Status:** Non-Exempt

**Hourly Rate Range:** \$28 - \$30

**Location:** Fairfield, Solano County, CA

**Prepared Date:** 5/7/24

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The Family Justice Center (the “Center”) is a warm and welcoming one-stop center for victims of interpersonal violence (IPV) -- domestic violence, sexual assault, child abuse, elder abuse and human trafficking. The Center serves victims and survivors regardless of their income, immigration status or location. We meet survivors where they are and help them through the process of healing and self-empowerment. The Center is a public-private partnership committed to creating a vibrant community free of coercion and fear. It supports four operating Family Justice Centers: Solano Family Justice Center in Fairfield, West Contra Costa Center in Richmond, Central Contra Costa Center in Concord, and East Contra Costa Center in Antioch.

### POSITION SUMMARY:

The Solano Family Justice Center is looking for a compassionate and detail-oriented person to facilitate supervised visits and exchanges for families experiencing domestic violence, sexual assault, and/or child abuse. This position is responsible for ensuring adherence to safety guidelines, documenting observations and interactions, and ensuring a safe transition back to the custodial parent. This will be a part-time (0.5 or 0.6 FTE) position.

### ESSENTIAL DUTIES AND RESPONSIBILITIES: SVE specialist will:

- Facilitate supervised visits and exchanges. Support non-custodial parents’ safe access to their child/ren for the time designated by the center and parents.
- Ensure adherence to safety protocols, practices, and individual safety plans.
- Promote a safe and professional visitation environment and experience.
- Ensure visit sites are clean and orderly upon departure.
- Document visits and exchanges.
- Maintain confidential, accurate client files.
- Communicate and collaborate with the Program Manager and the Center Director regarding visit schedule, quality of services, documentation, client status updates, and progress.
- Establish and maintain relationships with custodial parent/guardian, non-custodial (visiting) parent, and children.

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West:  
256 24th Street  
Richmond CA 94804  
(510) 974-7200

Central:  
2151 Salvio Street, Ste 201  
Concord, CA 94520  
(925) 521-6366

East:  
3501 Lone Tree Way Antioch, CA  
94509  
(925) 281-0970



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- Coordinate schedules.
- Assist the Program Manager and Director with orientations.
- Model positive attitude, behavior, and language.
- Attend staff meetings, trainings, and community events.

### **QUALIFICATIONS:**

- Spanish-English Bilingual required.
- Must be available evenings and weekends.
- Demonstrate a strong sense of healthy personal and professional boundaries.
- Physically, emotionally, and mentally capable of interacting with children from 0-17 years of age.
- Physically, emotionally, and mentally capable of handling difficult situations and personalities.
- Ability to maintain professional boundaries with respect, including having conversations to enforce boundaries, provide re-direction and the ability to say “no” with confidence.
- 1-2 years’ experience working with families that experience intimate partner violence, childcare, family services, legal, criminal justice, or related setting.
- Proof of training required under Family Code 3200.5 or willingness to attend training.
- Current CPR and First Aid Certification or willing to become certified during initial training process.
- Cultural competency and/or domestic violence training preferred.
- Have a demonstrated ability to work independently and as part of a team.
- Attention to detail for observation and documentation.
- Ability to communicate in English and strong writing skills. Ability to multi-task and learn new areas and practices.
- Teamwork and interpersonal flexibility.
- Cultural responsiveness and an alignment with our values and commitments to equity and inclusion.

### **ADDITIONAL CALIFORNIA STATE MANDATE:**

- Applicants must be at least 21 years of age.
- Have no record of a conviction for driving under the influence (DUI) within the last five years.
- Not have been on probation or parole for the last 10 years.
- Have no record of a conviction for child molestation, child abuse, or other crimes against a person.
- Have no civil, criminal, or juvenile restraining orders within the last 10 years.
- Have no current or past court order in which you have been subject to a supervised visitation order.

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- Current immunization records.
- Must pass current applicable clearances.

### APPLICATION PROCESS:

To apply to this position, please submit a **cover letter and resume** to: [jenna@cocofamilyjustice.org](mailto:jenna@cocofamilyjustice.org). Please explain in your cover letter: (a) why you are interested in the position; and (b) why you believe that you are qualified for the position. **We will not review your application without a cover letter.** Please note that finalists will be asked to perform research and writing tasks.

**We practice equity in all aspects of the organization and value diversity of culture, thought, and lived experiences. We seek talented, qualified individuals who will contribute to the culture of diversity and inclusion at the Family Justice Center.**

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