



Wellness is Traditional

## **JOB ANNOUNCEMENT**

Position Title: Visitation Center Monitor  
Department: Kumeyaay Family Services  
Supervised By: Domestic Violence Program Coordinator  
Location: Alpine/Campo  
Status: Non-Exempt  
Posted: July, 2016  
Closing Date: Until Filled  
Compensation: \$15-\$17/Hr DOE  
Grant: Grant Funded  
Hours: Part time (20-29 hrs/week) between the hours of, Monday-Friday, 8:00AM-4:30PM. Evening or weekend hours may be required

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### **GENERAL STATEMENT OF RESPONSIBILITIES:**

This position is responsible for providing security measures to ensure safety for all program participants, visitors, and staff and all of those in the immediate vicinity of Program facilities. This position will work to establish and maintain on-going communication and problem solving with law enforcement agencies, judges, probation officers, clerks, bailiffs, prosecutors, treatment facilities, and other services to obtain information, relay victim statements and advocate for the protection of victims, and the accountability of offenders within the court system

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Supervise visits/exchanges.
2. Document visits/exchanges/phone calls with clients and referral agencies.
3. Assist in maintaining client files.
4. Assist in scheduling and confirming visits/exchanges.
5. Collect client fees - write receipts, maintain revenue records.
6. Greet walk-ins, respond to their immediate needs, and create a welcoming environment.

7. Identify service needs of callers or walk-ins, then link individuals to appropriate staff and program service.
8. Ensure that all clients' confidentiality is protected.
9. Provide clerical and administrative support.
10. Tasks included but are not limited to composing correspondence, schedule meetings, organizing files and paperwork, and maintaining calendars, requests are routed through supervisor.
11. Prepare and distribute flyers, emails, faxes, letters, and other communications as directed.
12. May assist in assembling and organizing data for monthly and quarterly progress reports.
13. Maintain positive work atmosphere by behaving and communicating in a manner that fosters good relations with clients, customers, co-workers, and supervisors.
14. Treat clients, co-workers and the public in a respectful and courteous manner at all times.
15. Attend training or networking meetings as requested by supervisor.
16. Schedule meetings, events and gatherings as requested. Set up room for trainings/meetings.
17. Work as part of our team to provide effective and culturally sensitive services in a caring environment to diverse clientele.
18. Perform other job duties as assigned.

## **QUALIFICATIONS:**

**Education/Experience:** Must be 18 years of age or older with a High School diploma or GED certificate An Associates of Arts degree in a social services field is preferred. Experience in a domestic violence program is preferred. Ability to problem solve, work independently, and use own judgment to coordinate the safety needs of the office and the program. Ability to assess and respond appropriately to situations that are potentially violent, abusive, or dangerous. Ability to work as a team member. Demonstrated ability to be assertive with clients and visitors to the Center. Must be flexible.

**License:** A valid California driver's license is required at the time of appointment and must be maintained throughout employment.

Applicant must be insurable under SIHC vehicle insurance policy at the time of hire and throughout employment.

Certifications and/or licenses appropriate to the positions required education and profession must also be valid and maintained.

**Character:** Applicant must have a reputation for honesty and trustworthiness. Must be responsible and able to exercise good judgment, accept administrative supervision, follow instructions, detail oriented, must be a self-starter, and be able to interact effectively and communicate with people in a professional and courteous manner. Must be able to maintain strict confidentiality.

**Other:** Applicants must successfully pass a pre-employment physical exam, tuberculin skin test or x-ray, and blood/urine screening test. Health must be adequate to perform all duties of the position. Applicants must complete a SIHC application and submit it to Human Resources prior to the close dates indicated. This position also requires a background clearance check through the Bureau of Indian Affairs.

## **INDIAN PREFERENCE:**

**INDIAN PREFERENCE:** In the filling of any SIHC job vacancy, preference may be given to qualified Native American Indians, pursuant to the Indian Preference Hiring Act, 25 USC 472, unless other laws require the filling of a vacancy without regard to Indian preference (e.g. Public Law (P.L.) 94-437, "Indian Health Care Improvement Act (IHCA). To receive Indian preference for any SIHC position, the applicant must be enrolled, or be eligible for enrollment, as an American Indian with their Tribe, or must be certified as an American Indian from the designated Tribal Representative. Applicants claiming Indian preference must attach verification of their claim to the SIHC application, including Certification of form BIA-4432, which is available from the SIHC Human Resources Department. If verification is not or cannot be verified, the applicant will not receive Indian preference for purposes of the interview.