

## **SUPERVISED VISITATION DIRECTOR (INTERIM) Berkshire County**

*Elizabeth Freeman Center (EFC) seeks an interim Supervised Visitation Director for a 32-40 hours/week (negotiable) temporary position from approximately September through December 2019. Must be able to work Saturdays (travelling between the Pittsfield and North Adams sites), 9am-5pm, and four additional weekdays. Strong organizational, writing, and interpersonal skills required, as well as reliable transportation. This is a unique opportunity to temporarily assume a position of great importance at Berkshire County's domestic violence/rape crisis center. Please email cover letter and resume to [jobs@elizabethfreemancenter.org](mailto:jobs@elizabethfreemancenter.org).*

### **Primary Responsibilities:**

- Facilitating supervised visits for at-risk families who have experienced domestic violence and sexual assault
- Must be comfortable working with an 'offending' parent and maintaining appropriate boundaries with all clients
- Enforcing strict program rules and policies
- Transitioning the child/children into and out of the visit
- Taking detailed and objective notes to be used by the Program Director for court reporting, adhering to strict guidelines to ensure client confidentiality
- Maintaining a strict schedule with no contact allowed between the visiting and custodial parties, with an emphasis on survivor and child safety
- Working collaboratively with an officer from the Berkshire County Sheriff's Department to ensure the visitation site remains safe and secure
- Opening and closing the office as necessary
- Maintaining a clean and tidy workspace
- Completing all other duties to further EFC's mission and to ensure that survivors are safe and are provided with professional, empathetic, affirming services within the context of the agency's mission and consistent with grant and legal requirements

### **Preferred qualifications:**

- Must be comfortable working both independently and as part of a team
- Must be detail oriented
- Strong written and verbal communication skills are a must
- Ability to work under pressure and handle conflict
- Knowledge of child/infant developmental milestones, and working with special needs children
- Experience working with children
- Ability to problem solve and mediate
- Commitment to fostering a workplace culture that appreciates cultural difference, and is trauma-informed and social justice-centered

## 24-hour Hotline 1-866-401-2425

*free and confidential*

- Must successfully pass Criminal Record Check-CORI and have valid Massachusetts driver's license and transportation
- Must be reliable
- Bilingual in Spanish or ASL preferred

### **Work Hours:**

8 hours on Saturdays (travelling between the Pittsfield and North Adams sites), from 9:00 am until 5:00 pm. A 40-hour Domestic Violence and Sexual Assault Training must be completed upon hire. On-the-job training and shadowing will also be provided.

### **Compensation:**

Elizabeth Freeman Center is committed to working for economic and social justice for staff as well as clients and believes in offering all staff: competitive salary and benefits, engaged and dedicated colleagues, training and education in best practices, career development opportunities, openness to innovation, and the opportunity and resources to do meaningful, impactful work.

### **Applying:**

To apply, please send cover letter and resume to [jobs@elizabethfreemancenter.org](mailto:jobs@elizabethfreemancenter.org). Deadlines are rolling until position is filled.

*EFC is an Affirmative Action/Equal Opportunity Employer. Survivors of domestic or sexual violence, people of color, people with disabilities, people who are bilingual/bicultural, and members of the LGBTQ community are strongly encouraged to apply.*