



POSITION:	KMS Parenting Time Coordinator
REPORTS TO:	KMS Program Manager
STATUS:	Full-time/Non-exempt
LOCATION:	New Ulm & St. Peter office

**This position requires working from 11 am – 7 pm, Monday through Friday, with occasional weekend hours. The position is based out of our New Ulm and St. Peter locations. Some mileage reimbursement included. Please send cover letter and resume to [brittanyw@cadaMN.org](mailto:brittanyw@cadaMN.org). This position is open until filled.**

**SUMMARY**

The Keep Me Safe Parenting Time Centers (KMS) in Mankato, MN provides court-ordered and voluntary visitation and supervised exchanges for non-custodial parents. KMS is committed to providing compassionate, respectful services to those we serve through the parenting time program. We offer a child-focused service, which provides a safe and comfortable place for parents and children to continue building positive relationships. Most of our families have experienced domestic violence. We are looking for someone who works well with children, can effectively work with people in crisis and is familiar with domestic violence. KMS is a program of the Committee Against Domestic Abuse, Inc. (CADA) which works to provide safety and support to victims of domestic and sexual violence through education, advocacy, and shelter.

**DESCRIPTION**

- Conduct orientations with prospective clients.
- Schedule parenting time and exchanges, working with the availability of each family member and the KMS calendar.
- Engage in outreach activities with family courts, child protection workers, guardian ad litem, etc at the direction of the KMS Program Manager.
- Create a secure and friendly setting for visits and exchanges to take place.
- Intervene on any inappropriate behavior of parents towards their children.
- Prepare and/or have available to the participants of KMS art supplies and activities.
- Supervise volunteers during their shifts at KMS.
- Log entries in the families’ files after each visit regarding how parenting time went, commenting on interaction of the parent and the child/ren, attitudes of both, and if any intervention had to be done on the child’s behalf.
- Facilitate parenting time exchanges and document in the family file.
- Keep the Program Manager aware of any problems or concerns regarding parenting time and exchanges.
- Participate in staff and KMS program meetings.
- Enforce parenting time center guidelines and policies.

**ADDITIONAL SKILLS / CHARACTERISTICS**

- Team player

- Ability to work collaboratively and effectively with other teams.
- Keeps the Team Leader aware of any problems or concerns regarding parenting time and exchanges.
- Participate in staff and KMS program meetings.
- Enforces parenting time center guidelines and policies.
- Possess excellent time management and organization skills.
- Stays calm under pressure.

### **REQUIRED SKILLS**

- Experience in providing advocacy to children/youth
- Ability to respond appropriately to the unique problems encountered by children/youth who have witnessed violence
- Ability to respond to children/youth in crisis
- Ability to work with people from diverse racial, cultural, social and economic backgrounds.
- Good written, communication and organizational skills.
- An understanding of the dynamics of domestic violence, sexual assault, and post-separation violence
- Ability to multiple task and prioritize
- Ability to work independently and as part of a team
- Ability to listen, supports, and remains non-judgmental
- Ability to remain calm in a crisis situation
- Ability to use Microsoft Office programs or the ability to learn

### **PREFERRED SKILLS**

- Prior experience working with victims/survivors of domestic violence and/or sexual assault.
- Prior experience working with children who may have experienced or witnessed violence in their home.
- Knowledge of power and control tactics and post-separation power and control tactics.

### **MORE ABOUT US**

CADA is an essential community resource committed to assuring seamless services that are responsive to the needs of individuals and families experiencing domestic and sexual violence.