



KEEP ME SAFE PARENTING TIME & EXCHANGE CENTER - MANKATO

PARENTING TIME SUPERVISOR POSITION DESCRIPTION

REPORTS TO: Keep Me Safe Program Team Lead **STATUS:** Part Time & Full Time - non-exempt
SHIFT: Varied. Includes evenings & weekends **START DATE:** As soon as possible
PAY SCALE (PT): \$12 an hour **PAY SCALE (FT):** Based on experience

SUMMARY

The Keep Me Safe Parenting Time Center (KMS), a program of the Committee Against Domestic Abuse, Inc. (CADA), provides court-ordered and voluntary supervised visitations and exchanges for non-custodial parents in Mankato and in our two satellite centers located in New Ulm and St. Peter. KMS is committed to providing compassionate, respectful, child-focused services that ensure a safe and comfortable place for parents and children to build healthy relationships.

TASKS & RESPONSIBILITIES

- Supervise visitations and exchanges for families participating in the KMS Program.
- Full time – assist in supervising visits and exchanges in our Mankato and St. Peter locations.
- Create a secure & friendly atmosphere for the monitored parenting time and/or exchange to take place.
- Intervene in any inappropriate behavior of parents towards their children.
- Prepare and/or have available to the participants of KMS art supplies and activities.
- Complete timely and accurate documentation in client files for all visitations and exchanges.
- Ensure client confidentiality, safety, and respect.
- Responsible for the operation and monitoring of the KMS facility camera system.
- Keep the program Team Lead aware of any concerns regarding parenting time and exchanges.
- Participate in staff and KMS program meetings.
- Provide guidance & feedback to volunteers and interns.
- Participate in the upkeep and cleaning of the facility and staff office.
- Enforce parenting time center guidelines and policies.
- Model and maintain healthy, professional boundaries with KMS families/clients.
- Complete other duties as assigned.

REQUIRED SKILLS & QUALIFICATIONS

- Experience in providing supportive services to children and families.
- An understanding of the unique challenges encountered by children/youth needing advocacy and/or intervention services.
- Compassion, empathy, and the ability to remain calm and respond to individuals in crisis.
- Ability to work with people from diverse racial, cultural, social and economic backgrounds.
- Excellent communication and organizational skills, and attention to details.
- An understanding of the dynamics of domestic and sexual violence and a willingness to learn.
- Ability to multi-task and prioritize.
- Ability to work independently and as a part of a team.
- Ability to listen, support, and remain non-judgmental.
- Ability to use Microsoft Office programs or the ability to learn.
- Ability to work evenings and weekends.
- Must be able to pass a criminal background check.

PREFERRED SKILLS & QUALIFICATIONS

- Prior experience working with victims/survivors of domestic and sexual violence.
- 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.
- Preference may be given to multi-lingual applicants (Spanish/English, Nuer/English, Somali/English, Arabic/English).

PHYSICAL REQUIREMENTS

During your work hours you may be required to read, write, talk, operate a computer and telephone, clean, lift up to 40 lbs., move items, and verbally and physically intervene in crisis situations.

TO APPLY

Please send a cover letter, resume and three professional references to April Skramstad by email: aprilw@cadaMN.org, by mail: P.O. Box 466, Mankato, MN 56002, or by fax: 507-625-9431.

Please indicate if you are applying for full time or part time when you submit your materials.

CADA is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, gender, age, or life style.