

United Way of Central Florida Job Description

Position Title: Visitation Coordinator

Department: Success By 6	FLSA Classification: Non-exempt / Hourly
Location: Family Fundamentals	EEO Classification: Professional
Supervisor: Family Fundamentals Program Manager	Status: Full Time

Summary: To provide parenting skills during enhanced visitations between non-custodial parents and their children in a safe, high quality environment.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

- To manage the daily operation of the visitation rooms and coordinate the visitation activities
- To demonstrate quality interaction and set up of the visitation rooms.
- To provide training on-site in the areas of early childhood education and child development with an emphasis on early literacy.
- To model high-quality teaching skills and environment.
- To help caretakers utilize early childhood education information.

Qualification/Requirements:

- Strong communication skills with ability to anticipate potential problems, develop solutions and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Handle confidential matters and materials with the utmost of care
- Provide instructional and environmental support, along with resources as needed on an individualized basis to improve caretaker/parental skills.
- Interact and communicate effectively with children and adults from different cultural and socioeconomic backgrounds.
- Attend court hearings and dispositions as the visitation representative and custodian of records when applicable
- Review and sign observation reports; keep program management informed of progress and/or problems.
- Ability to read, analyze and interpret documents and governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public. Ability to respond to common inquiries or complaints from customers or members of the business community.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- Strong data entry skills and 10 key calculator skills
- Proficient personal computer skills including transcription, e-mail, recordkeeping, routine database activity, word processing, spreadsheet, graphics, etc.

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- Ability to handle multiple tasks simultaneously
- Promote a positive attitude and general awareness of nationally accepted quality standards for early childhood education.
- Perform data collection and enter data into the appropriate systems.
- Work independently and react with flexibility and sensitivity to changing situations and needs.
- Attend and participate in meetings, trainings and conferences as assigned.
- Other related duties deemed necessary to accomplish the goals of Success By 6 and United Way of Central Florida.

Education/Training/Experience

Bachelor's Degree preferred, in Early Childhood Education, Child Development or a related field. Must have demonstrated teaching, training, communication, management and interpersonal skills. Two years of progressively responsible work in the field of early childhood, parent education and/or social work. Computer proficiency and public speaking.

Physical Demands:

Moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature. Includes sitting and/or standing for extended periods of time with the ability to lift up to 25 lbs.

Manual dexterity sufficient to reach/handle items, works with the fingers and perceives attributes of objects and materials.

Travel Demands: Must have reliable transportation and ability to travel to worksites and community based meetings and events

Disaster Response: Every United Way of Central Florida employee is a disaster response worker and is expected to work any time when the Polk County Emergency Support Function (ESF) is activated. It is expected that all employees will work in their disaster response roles as assigned after they have assessed the welfare of their families and the safety of their own surroundings.