

**Transitions of PA  
Fairl Family Justice Center  
Job Description**

**Position:** Exchange and Visitation Monitor (1, 2, & 3)  
**Supervisor:** Family Justice Center Coordinator  
**Classification:** Non-Exempt

**Summary**

The Visitation Monitor is responsible for providing a safe, secure environment, physically and emotionally, for children by supervising visits and custody exchanges with non-custodial parent at the Fairl Family Justice Center. The Visitation Monitor is a mandated reporter of suspected child abuse as defined by PA Child Protective Services Law. Responsibilities require the exercise of independent judgment and knowledge of overall agency activities. The position is part-time. The schedule varies and will include evening and weekend hours.

**Responsibilities**

1. Supervise visits and custody exchanges of non-custodial parents with their child(ren). This includes monitoring and, if necessary, intervening with the parent or child who demonstrated inappropriate physical or verbal contact.
2. Report as soon as possible any problems or concerns to the Family Justice Center Coordinator.
3. Work with the Family Justice Center Coordinator and any other collaborating agencies as a team member to best meet the needs of children.
4. Always treat clients with respect and dignity.
5. Prompt in keeping appointments and adhering to agreed-upon schedules.
6. Maintain confidentiality and adhere to agency mission, philosophies, and policies.
7. Refer individuals and families to Transitions and other organizations for services not offered by the Family Justice Center.
8. Collaborate with Family Justice Center Coordinator and other Visitation Monitors about service provision and establishment of related policies and procedures.
9. Complete and maintain required documentation, in Efforts to Outcome (ETO) software, paper files, and Family Justice Center-specific forms.
10. Attend training and meetings as assigned by Family Justice Center Coordinator.
11. Perform other VOCA-related duties as assigned.

**Qualifications**

1. Required: Associate's degree in a human services related-field and/or equivalent experience.
2. Must be knowledgeable about domestic violence, child abuse, and other serious crimes and relevant issues and their impact on victims.
3. Must possess conflict resolution and de-escalation skills.
4. Must have excellent organizational, written and communications skills and a command of computer software and applications, including Microsoft products.
5. Upon hire, must complete the 80-hour Transitions Domestic Violence and Sexual Assault training.

6. Must have Act 34, Act 114, and Act 151 clearances.

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Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**THIS IS NOT AN EMPLOYMENT CONTRACT. MANAGEMENT HAS THE RIGHT TO CHANGE DUTIES, RESPONSIBILITIES, AND WORK SCHEDULES AS NEEDED.**