



**POSITION ANNOUNCEMENT**  
**Part-Time Supervised Visitation and Exchange Facilitator**  
**June 21, 2019**

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking **Part-time Supervised Visitation and Safe Custody Exchange Facilitators** to assist the Program Coordinator in the coordination and facilitation of a safe and secure visitation and exchange center for co-parents impacted by high conflict with shared child(ren).

**Responsibilities:**

1. Assists the Program Coordinator with daily service delivery for the supervised visitation & safe exchange program participants.
2. Maintain detailed documentation of all paperwork required for program, agency, funder, accreditation and ethical standards.
3. Assist in the development of a competent and productive program by facilitating direct services, participating in staff meetings, and maintaining a harmonious and positive work environment.
4. Assist with acclimating co-parents to program guidelines and collect relevant information necessary to operate a safe and secure visitation and exchange center.
5. Assist with overall direct services by performing other duties as delegated or required by the Program Coordinator.
6. Night/Weekend availability is required: Wednesday – Friday 2:00pm – 7:30pm and/or weekends 9:30am – 6:00pm.

**Qualifications:**

1. The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
2. Ability to work in partnership with other team members.
3. Ability to forge a mutually respectful partnership with custodial and non-custodial parents, the courts and attorneys.
4. Successful completion of criminal background check.
5. Must be CPR certified or eligible for certification.
6. Minimum of Bachelor's level degree in the human service field or comparable work experience required.
7. Bilingual/Bi-cultural preferred.

Send resume and letter by July 5, 2019 to:

Human Resources  
Family Service of the Piedmont  
902 Bonner Drive  
Jamestown, NC 27282

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