

## POSITION DESCRIPTION

### WAYNE COUNTY CHILDREN SERVICES BOARD

An Equal Opportunity Employer

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Title: **VISITATION SPECIALIST**

Department: Family Support Services

Hourly <input checked="" type="checkbox"/>	Salary <input type="checkbox"/>
Non-Exempt <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/>
	Administrative <input type="checkbox"/>
	Professional <input type="checkbox"/>
	Executive <input type="checkbox"/>

Immediate Supervisor: Family Support Services Supervisor

#### JOB RESPONSIBILITIES:

Under general supervision, transport clients to and from appointments, facilitate parent-child visitation, enter data into Statewide Automated Child Welfare Information system (SACWIS), administer client drug screens, and maintain visitation areas at WCCSB.

#### QUALIFICATIONS:

High School diploma or GED, ability to communicate effectively in written and oral form; ability to enter information into the Statewide Automated Child Welfare Information System (SACWIS); valid State of Ohio Driver's license (employees are required to transport children and must present and maintain an acceptable driving record as defined by Agency policy); ability to lift and carry children and children's equipment (e.g. car seats, strollers, etc.). An individual who poses a direct threat to the health and safety of him/herself or others in the workplace will be deemed not qualified for this position.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of department policies and procedures\*; safety practices and procedures; office practices and procedures. Ability to follow written and oral instructions; maintain accurate records; deal with problems involving few variables in familiar context; recognize unusual or threatening conditions; maintain good working relationship with supervisors, co-workers and clients; demonstrate strength to lift and carry children and assist them in and out of automobiles; plan, schedule and organize work, identify and use existing community resources; perform clerical duties. Must own, lease, or have immediate access to safe and reliable (per State Highway Patrol standards) personal transportation to use for work related responsibilities, including the transportation of children and/or adults.

\*May be developed after employment.

% of Time\* ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification) All percentages are +/- 5%

**85% CLIENT ASSISTANCE**

- Transports clients to and from appointments
- Facilitate visits between parents and children

**15% ADMINISTRATIVE**

- Enter visitation/transportation activities into SACWIS
- Complete mileage reimbursement forms
- Work with staff attorney, attend hearings, and provide testimony
- Assist casework staff by running case-related errands (such as obtaining signatures), making copies, etc., as assigned by the Family Support Services Supervisor
- Maintain visitation areas at WCCSB
- Administer client drug screens

**NON-ESSENTIAL DUTIES**

- Other related duties as assigned

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Employee Signature

Date