



# New York Center for Interpersonal Development

## Community Dispute Resolution Center – Supervised Visitation

### POSITION DESCRIPTION

**Position Title:** Supervised Visitation Observer (Part-Time)  
**Department:** Supervised Visitation  
**Reports to:** Assistant Director of Supervised Visitation Program

### PROGRAM DESCRIPTION:

Supervised Visitation is a process that protects the best interests of children whose parents have a custody or visitation matter within the court system. Sometimes, based on issues of protection and safety, a judge will decide that in order for a child to have contact with a parent, a neutral third person must be present during visitation. In cooperation with the Integrated Domestic Violence Court and Family Court, New York Center for Interpersonal Development (NYCID) offers Staten Island families a safe and affordable environment for supervised visits where non-custodial parents can spend time with their children.

### GENERAL FUNCTION:

NYCID staff is present to make every effort to keep the child(ren) safe and support children during the visit with the supervised parent. The staff member will ensure the child(ren)'s visits are safe and free from unnecessary stress. The staff member will be present **at all times** during the visit, listen to what is being said, and pay close attention to the child(ren)'s behavior. If necessary, NYCID's staff member will interrupt or end a visit. NYCID is mandated to report suspected neglect or child abuse to the appropriate authority.

### JOB RESPONSIBILITIES:

**Duties and responsibilities include but are not limited to:**

- Observers document visits (hand write) and maintain/ enforce policies and procedures during the visits.
- Typing of visits will also be required.

## **QUALIFICATIONS:**

- Although this position is in Staten Island, it is a two-block walk from the Staten Island Ferry. The ferry ride is approximately 25 minutes.
- The ideal candidate will have experience with children and youth, the courts, and/or victim services.
- He/she will also possess excellent writing, typing and observation skills.
- All visits happen on SATURDAYS! The hours are 9 a.m. – 8 p.m., and each Saturday will be required (excluding major holidays).
- Education requirements: High School
- This program operates year-round. As such, current first-year students in social work, family law or a related field are encouraged to apply. The ideal candidate will intend to stay through the summer and the following school year.
- Scheduling is somewhat flexible; some observers work every Saturday, some observers work 2-3 Saturdays per month (excluding all major holidays).
- Spanish, Arabic and Russian speakers are highly encouraged to apply.

## **SALARY DETAILS:**

\$10 per hour.

## **TO APPLY:**

Please send résumé and cover letter to [enkeyes@nycid.org](mailto:enkeyes@nycid.org). Make sure to include **OBSERVER** in the subject line of the e-mail.

## **DISCLAIMER:**

The statements herein are intended to describe the general nature and level of work to be performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of a person in this position.

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