

Family Advancement Specialist- Hearts and Homes, Help Center, Inc.

Hiring a ¾ time position

Our Mission Statement: The mission of Hearts and Homes is to provide critical support services to families who currently have children in foster, kinship or dual custody care by providing programs and services that aim to preserve and strengthen family bond.

The Supervised Visitation program aims to facilitate opportunities for children to have safe and conflict-free access to parents and other family members, to maintain attachment and to strengthen relationships.

Duties/Responsibilities: Family Advancement Specialist's (FAS) supervises visitations between parent and child and intervenes when necessary for the child's safety. FAS are required to take unbiased documentation of the visitation.

Family Advancement Specialist (FAS) is any person who observes and oversees safe parent/child contact during visits and during transition from one parent to another.

Supervised visitation is a term that describes parent /child contact overseen by an unbiased third party. It is also a term for contact between a non-custodial parent and one or more children in the presence of a third person, in which the only focus is the protection and safety of the child and adult participants.

Skills/Abilities No required work experience, staff will train all new employees. As well as, offer workshop trainings. Requires working with children ages 0-16 and families; also requires good oral and written communication skills and an ability to form a professional relationship with a diverse group of people.

Requires proficient typing skills, Staff are required to document the visitation on a word processor. Therefore, requires computer literacy skills, including the ability to navigate, type, and overall basic computer skills.

Hearts and Homes is a fast-past working environment and staff is required to work as a team during crisis.

Equal Employment Opportunity

It is the policy of Help Center Inc. to not discriminate in employment or employment opportunities based upon race, color, national origin, age physical or mental disability, marital status, religion, creed, sex, or political beliefs. It is also the policy of Help Center Inc. to not retaliate or allow, condone, or encourage others to retaliate against any applicants, employee, or past employee for opposing unlawful

discriminatory practices, filing a discrimination complaint and/or testifying or participating in another manner in a discrimination proceeding.

Hourly Wage: Starts at \$12.75

To apply:

Email a resume, cover letter and 3 professional references to:

Hearts & Homes Program Manager

HHPM@bozemanhelpcenter.org