



Supervised Visitation Coordinator

SUPERVISED VISITATION COORDINATOR, FAMILY ACCESS SERVICES – 0.8 FTE (30 hrs/Week) *18 month term

You are personable, productive and professional in the coordination of day to day administrative tasks as well as components of service delivery related to intake, risk assessments, safety planning and the scheduling of supervised visits. The Supervised Visitation coordinator has the ability to get things done and works closely with the program supervisor and the whole team ensuring consistent access to services that are ethical and respectful, and grounded in strengths-based practice. Your organizational skills and experience will allow you to act as a resource for the team to ensure everyone has the information they need to be successful.

WHAT MOVES YOU

- As born problem solver you look at every angle in order to make things work
- Leveraging and collaborating with your team to deliver the best program & services possible
- Being part of the positive impact that the program brings into the community

WHAT YOU'LL DO

- Responds to requests for program information and accurately document calls and other information request
- Assists the Supervisor with program reports, data entry and outcome measurements in a timely manner
- Coordinates and schedules intakes for intake worker
- Completes exit surveys with clients upon discharge from the program
- Audits database to ensure visit fees are being collected and entered into database
- **Able to work into the early evening two days a week and on the occasional Saturday or Sunday as required or requested**

WHAT YOU'VE DONE

- Degree or diploma in Office Administration, Office Management, Human Services
- A least 2 years of experience in human services administration and demonstrated experience working in the field of family violence
- Exceptional customer service and organizational skills; detail oriented
- Demonstrates respect and sensitivity (cultural, situational) in all interactions
- Solid knowledge of trauma, family dynamics and custody is consider a strong asset

If you want to work to change lives, we want to meet you.

Competition Number: 2019050

Deadline: June 7th/2019

www.ywcalgary.ca/work-with-us

Apply today with covering letter, salary expectations and resume to careers@ywcalgary.ca