



## FAMILY JUSTICE CENTER

SAFETY | HEALING | COMMUNITY

[cocofamilyjustice.org](http://cocofamilyjustice.org)

**Job Title:** Supervised Visitation and Exchange Program Manager (Full-time)

**FLSA Status:** Non-Exempt

**Hourly Rate Range:** \$34 - \$38

**Location:** Fairfield, Solano County, CA

**Prepared Date:** 11/14/23

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The Family Justice Center (the “Center”) is a warm and welcoming one-stop center for victims of interpersonal violence (IPV) -- domestic violence, sexual assault, child abuse, elder abuse and human trafficking. The Center serves victims and survivors regardless of their income, immigration status or location. We meet survivors where they are and help them through the process of healing and self-empowerment. The Center is a public-private partnership committed to creating a vibrant community free of coercion and fear. It supports four operating Family Justice Centers: Solano Family Justice Center in Fairfield, West Contra Costa Center in Richmond, Central Contra Costa Center in Concord, and East Contra Costa Center in Antioch.

### **CONTRACT TERM:**

This position is grant-funded and is contingent on funding. The current grant term is effective until September 30, 2026.

### **POSITION SUMMARY:**

Supervised Visitation and Exchange (SVE) Program Manager provides overall supervision of the SVE program, including supervision of staff, implementing policies and procedures, training SVE specialists and monitors. This position is responsible for ensuring adherence to safety guidelines, documenting observations and interactions, and ensuring a safe transition back to the custodial parent. The candidate must be available to work during the SVE Center’s operational hours. (Tuesday and Friday 4-9pm; Saturday 9am-5pm and Sunday 9am-2pm).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** SVE Manager will:

- Be responsible for day-to-day program management and operations.
- Train and supervise SVE specialists and monitors.
- Develop, update and implement safety protocols and guidelines in partnership with the Solano Center Director.
- Facilitate comprehensive SVE orientations with parents/guardians and children as appropriate.
- Complete SVE reports as requested by the court.
- Oversee data and outcomes and produce reports.

West:  
256 24th Street  
Richmond CA 94804  
(510) 974-7200

Central:  
2151 Salvio Street, Ste 201  
Concord, CA 94520  
(925) 521-6366

East:  
3501 Lone Tree Way Antioch, CA  
94509  
(925) 281-0970



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- Collaborate with key stakeholders.
- Facilitate supervised visits and exchanges as needed.
- Promote a safe and professional visitation environment and experience.
- Ensure visit sites are clean and orderly upon departure.
- Document visits and exchanges.
- Maintain confidential, accurate client files.
- Model positive attitude, behavior and language.
- Attend staff meetings, trainings and community events.

### **QUALIFICATIONS:**

- 3-5 years supervision experience.
- 3-5 years program management experience.
- 3-5 years working directly with survivors of interpersonal violence.
- Strong written and oral communication skills.
- Able to work during operational hours.
- Demonstrate a strong sense of healthy personal and professional boundaries.
- Physically, emotionally and mentally capable of interacting with children from 0-17 years of age.
- Physically, emotionally and mentally capable of handling difficult situations and personalities.
- Ability to maintain professional boundaries with respect, including having conversations to enforce boundaries, provide re-direction and the ability to say “no” with confidence.
- 1-2 years’ experience working with families that experience intimate partner violence, childcare, family services, legal, criminal justice or related setting.
- Proof of training required under Family Code 3200.5 or willingness to attend training.
- Current CPR and First Aid Certification or willing to become certified during initial training process.
- Cultural competency and/or domestic violence training preferred.
- Have a demonstrated ability to work independently and as part of a team.
- Attention to detail for observation and documentation.
- Ability to communicate in English and strong writing skills. Ability to multi-task and learn new areas and practices.
- Teamwork and interpersonal flexibility.
- Cultural responsiveness and an alignment with our values and commitments to equity and inclusion.
- Spanish and Tagalog speakers are encouraged to apply.

### **ADDITIONAL CALIFORNIA STATE MANDATE:**

- Applicants must be at least 21 years of age.
- Have no record of a conviction for driving under the influence (DUI) within the last five years.

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- Not have been on probation or parole for the last 10 years.
- Have no record of a conviction for child molestation, child abuse, or other crimes against a person.
- Have no civil, criminal, or juvenile restraining orders within the last 10 years.
- Have no current or past court order in which you have been subject to a supervised visitation order.
- Current immunization records.
- Must pass current applicable clearances.

### APPLICATION PROCESS:

To apply to this position, please submit a **cover letter and resume** to:

[jenna@cocofamilyjustice.org](mailto:jenna@cocofamilyjustice.org) no later than November 30, 2023. Please explain in your cover letter: (a) why you are interested in the position; and (b) why you believe that you are qualified for the position. **We will not review your application without a cover letter.** Please note that finalists will be asked to perform research and writing tasks.

**We practice equity in all aspects of the organization and value diversity of culture, thought, and lived experiences. We seek talented, qualified individuals who will contribute to the culture of diversity and inclusion at the Family Justice Center.**

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