



MENDOCINO COUNTY YOUTH PROJECT  
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[www.mcyp.org](http://www.mcyp.org)

## Supervised Visitation Monitor Supervised Visitation Program

**Location:** Ukiah

**Reports to:** Supervised Visitation Program Manager

**The Program:** The Supervised Visitation Program supports families to reduce the impact of separation and divorce on children. The program provides Professional Supervised Visitation Services for families referred by Mendocino County Superior Courts. Families are referred to receive Supervised Visitation service most often due to concerns about child abuse, substance use, mental illness, elevated risk of parental abduction of a child and re-introduction due to prolonged parental absence. Services are provided consistent with state guidelines for supervised visitation.

**The Position:** Full and Part Time positions available. The position is based in Ukiah. The Supervised Visitation Monitor will be responsible for the following duties: Will provide orientation to referred families prior to their first visit, monitor visits between parents and children according to state guidelines and the families court order, follow agency protocol for maintaining safe visits, prepare a written report for each visit, communicate with parents and the local court to coordinate services, general program support, additional duties as assigned.

**Minimum:**

- High School graduate or equivalent.
- previous related human services experience.
- Ability to multi-task, detail oriented.
- Be discrete and maintain confidentiality and appropriate boundaries with youth, program clients, agency staff and community.
- Familiarity with Microsoft Word 2010, Microsoft Publisher, e-mail, and Facebook.
- Ability to multi-task, set priorities, meet deadlines.
- Self-starter and initiator.
- Team player.
- Commitment to MCYP's values of respect for others, social justice, sharing resources/mentorship, excellence/accountability in work, passion/self-expression, service to others, promoting positive youth development.

**Preferred:**

- Fluency in Spanish
- Professional Supervised Visitation Provider Certification
- College degree
- Previous work experience in a non-profit agency.
- Knowledge of case management
- Able to work as a member of the treatment team
- Requires attention to detail and timeliness in note keeping

- Basic PC word processing and Internet skills
- Able to work with individuals and families from diverse family backgrounds

**The Agency:** The Mendocino County Youth Project's mission is to empower, guide, counsel and support children, youth, young adults and families from Mendocino County's many diverse communities to make healthy life choices, maximize potential, and become productive citizens.

The agency has been in existence since 1974, providing services throughout Mendocino County and parts of Sonoma County. Current services include individual, group, and family therapy, rehabilitation and case management services for children and youth with mental health diagnoses, substance abuse prevention and treatment, evidence based prevention education and intervention services in schools, crisis intervention, emergency respite for youth in crisis, emergency shelter for young adults, child abuse treatment, youth advocacy, information and referral services, prevention activities and peer helping programs.

**Initial Rate of pay:** Supervised Visitation Monitor (\$17.70 – \$25.21 per hour, DOE).

**Conditions of Employment:** Successful candidate must submit post offer, reference and personal background check (includes fingerprinting and DMV check). Candidate must have own car, possess a valid California driver's license, provide a DMV print out, proof of current automobile liability insurance (\$100,000/\$300,000) and be willing to do some local travel (reimbursed mileage).

**Application Deadline: Open until filled**

**Benefits:**

- Health insurance plan (Blue Cross PPO) for self and dependents
- Optional dental plan
- Optional AFLAC insurance
- CALPERS retirement (no social security)
- 12 paid holidays
- 18 days paid vacation
- 2 "floater" holidays
- 12 days sick leave

**TO APPLY:** Please submit ALL of the following documents to Human Resources Manager at the address above or email to [rsmellus@mcyp.org](mailto:rsmellus@mcyp.org) Application forms may be obtained at our office, by e-mail, or online at [www.mcyp.org](http://www.mcyp.org)

1. MCYP employment application
2. Cover letter indicating why you are applying for this position
3. Resume
4. Certificate or degree (if applicable)

**MCYP IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status. Applicants may obtain a copy of our EEO Policy upon request.