

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.  
JOB DESCRIPTION**

**DATE ESTABLISHED: 2/20/07  
DATE AMENDED:**

**TITLE OF POSITION:** Family Visitation Associate

**POSITION NUMBER:** 20-13

**PROGRAM:** Community-Based Care

**COMPONENT:** Visitation Services

**MINIMUM TRAINING AND CREDENTIALS:** High school graduate or equivalent. One year working with children and families. Documented experience working in a volunteer capacity with families will be considered. Compliance with minimum standards for screening of personnel in accordance with FS 394.4572.

**SUPERVISOR:** Visitation Services Supervisor

**POSITIONS SUPERVISED:** None

**SALARY MINIMUM:** \$18,000

**WAGE AND HOUR STATUS:** Nonexempt

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**DESCRIPTION OF DUTIES AND RESPONSIBILITIES<sup>1</sup>**

**ESSENTIAL FUNCTIONS:** Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.

1. Provide safe and supportive supervision for families who participate in visitation services.
2. Complete reports that document behaviors during visits according to program guidelines.
3. Participate in the management of visiting areas by helping to keep the premises clean and hazard free. Sanitize items used by families according to program guidelines.
4. Promptly report any concerns regarding the safety and well being of visitors and staff to the program supervisor.
5. Solicit donations of goods and services needed by visiting families.
6. Initiate and participate in activities for staff, program and Center development

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<sup>1</sup> Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

**Physical Demands:**

Must be capable of:

- Frequent and prolonged sitting and as well as a moderate degree of bending and kneeling,
- Lifting household items, commodities, supplies and other items necessary to client support (up to 10 pounds.)
- Participating in light house cleaning.

Must have satisfactory vision and hearing to supervise and appropriately interact with visitors.

**Copy received by:**

\_\_\_\_\_ **Date:** \_\_\_\_\_