



Job Description

SEPT (Safe Exchange and Parenting Time) Coordinator

February 2024

CASA of the Continental Divide

CASA of the Continental Divide (CASACD) was established in 1999 as a 501(c)(3) tax-exempt organization and serves children in Colorado's 5th Judicial District, which encompasses Clear Creek, Eagle, Lake and Summit Counties. The CASACD program is the only one of its kind in Colorado's 5th Judicial District. CASACD is a member of The National CASA Association and CASA in Colorado.

Our mission is to guide volunteer advocates who ensure a child's safety, best interest and well-being are at the forefront of legal proceedings.

Diversity, Equity and Inclusion Statement:

CASA of the Continental Divide (CASACD) has a strong commitment to safe, equitable, diverse, and inclusive principles in our organization and in our community. CASACD welcomes, and embraces everyone no matter their race, color, religion, sex, sexual orientation, gender identity or expression, age, other abled, marital status, citizenship, national origin, genetic information, or any other human characteristic. We respect all views, beliefs, and values as we strive to provide a healthy and supportive environment for all children, families, volunteers, stakeholders, and staff. Our organization makes a pledge to engage in self-awareness, self-evaluation, accountability and self-improvement through education while paying attention to, and honoring, various cultures, forms of communication, and social differences.

CASACD is implementing a Diversity, Equity and Inclusion plan which is reflective of the steps we are taking to make our organization comfortable for all.

Agency Values:

- Promotes equity, safety and permanency for all children.
- Practices transparent communication, internally and externally.
- Approaches challenges with curiosity rather than judgement.
- Utilizes strengths focused critical thinking.
- Engages in self awareness, self evaluation and self improvement.
- Maintains thoughtful and intentional implementation of programs.
- Shared responsibility for our success.
- Celebrates individual strengths and skill sets.
- Upholds partnerships based on trust.
- Supports healthy work life balance.

Position Summary

The SEPT (Safe Exchange and Parenting Time) Coordinator oversees and coordinates supervised visitation services and exchanges for families involved in legal or social services proceedings. As a brand new position and program at our organization, this role will be vital in the development and implementation of the SEPT services. This role requires a compassionate and professional approach to ensure the safety and well-being of children during visitation with non-custodial parents or other authorized individuals. The Coordinator facilitates intakes, visitation sessions, maintains detailed records, and communicates effectively with all parties involved. The SEPT Coordinator, along with the Program Director, will also be responsible for recruiting, training and supervising volunteers who provide supervised visitation and exchange services.

Key Performance Outcomes

Responsibilities:

- **Conduct Intake Assessments:** Interview families referred for supervised visitation/ exchange services to gather necessary information about family dynamics, safety concerns, and court orders.
- **Develop Visitation Plans:** Collaborate with relevant parties, including social workers, attorneys, and family members, to develop appropriate visitation plans tailored to each family's needs and circumstances.
- **Schedule Visitation Sessions:** Coordinate visitation schedules based on availability of supervised visitation facilities and the preferences of all parties involved.
- **Supervise Visitation Sessions:** Oversee visitation sessions to ensure compliance with court orders and safety protocols. Provide guidance and support to families during visits as needed.
- **Monitor Interactions:** Observe interactions between visiting parties and children to ensure a safe and positive environment. Intervene if necessary to address any conflicts or safety concerns.
- **Maintain Records:** Keep detailed and accurate records of visitation sessions, including attendance, observations, and any incidents or concerns that arise during visits.
- **Provide Reports:** Prepare and submit written reports to courts, social services agencies, or other relevant parties regarding the progress and outcomes of supervised visitation.
- **Coordinate Support Services:** Connect families with additional support services, such as counseling or parenting classes, as needed to address underlying issues affecting visitation.
- **Communicate Effectively:** Maintain open and professional communication with all parties involved in the visitation process, including parents, children, legal representatives, and service providers.
- **Ensure Compliance:** Ensure compliance with all relevant laws, regulations, and ethical standards governing supervised visitation services.

Competencies

- Ability to plan, organize and prioritize workload
- Accountable for actions and outcomes in Key Performance Areas

- Ability to work both independently and cooperatively
- Adept at analyzing facts, problem-solving, decision-making and demonstrating good judgment
- Ability to maintain confidentiality of information regarding cases and Volunteers
- Effectively communicate with Co- Executive Director of Programs, program team, child advocates, the court and external agencies
- Represent the agency in a professional demeanor within the office and during external events
- Maintain professional boundaries and demonstrate cultural awareness when working with diverse populations

Qualifications

- High School diploma/ GED equivalency
- Life experience and/or higher education preferred
- Knowledge of family dynamics, child development, and issues related to domestic violence and child abuse.
- Strong interpersonal and communication skills, with the ability to interact professionally with individuals from diverse backgrounds.
- Ability to remain calm and composed in stressful situations and to handle sensitive information with confidentiality and discretion.
- Proficiency in record-keeping and documentation, with attention to detail and accuracy.
- Understanding of relevant laws and regulations governing supervised visitation services.
- Flexibility to work evenings and weekends as needed to accommodate visitation schedules.
- Preferred bi-lingual English-Spanish speaking
- Clearance of criminal background screening

Marginalized Persons:

We strongly encourage people of color, lesbian, gay, bisexual, transgender, queer and non-binary people, veterans, parents, and individuals with disabilities to apply. CASA of the Continental Divide is an equal opportunity employer and welcomes everyone to our team. Our work seeks to advocate for those who have historically been marginalized. If you have lived experience in this regard your perspective is valuable and your interest in our mission is appreciated. If you need reasonable accommodation at any point in the application or interview process, please let us know.