

**All applicants must complete an application to be considered - those submitting resumes only will not be considered.**



**Circuit Court Of Jackson County, Missouri**

**Vacant Position**

**Date: 01/01/2021  
Posting No.: 2021007**

<b>Position Title:</b>	<b>Visitation Monitor</b>	<b>Position No.:</b>	<b>9999</b>
<b>Department:</b>	<b>Family Court Resource Services - Kansas City</b>		
<b>Work Location:</b>	<b>103 N Main Street, Independence, MO</b>		
<b>Work Hours:</b>	<b>Hours per week vary; will work 8-15 hours per week</b>		
<b>Salary:</b>	<b>County Paid Position - Non-exempt Grade N/A - \$10.00 Hourly</b>		

**Salary Range For Internal/Rehire Applicants: - \$10.00 Hourly**

**EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS GO TO EPICOR ESS** (The internal application for promotion/transfer may be obtained on the HR ICON on Lotus Notes) Employment Specialist: . Applicants for clerical positions which require skill testing must be tested for consideration. ALL CURRENT EMPLOYEES APPLYING FOR THESE POSITIONS MUST SUBMIT AN INTERNAL APPLICATION FORM TO HUMAN RESOURCES.

**Applications must be received by Human Resources no later than 05:00 PM on 12/31/2021**

**MAJOR TASK STATEMENTS AND REPRESENTATIVE ACTIVITIES (Percentage of Time):**

*(The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job; other tasks/duties may be assigned. The area to which the job is assigned will govern which duties apply. Management reserves the right to amend and change responsibilities, work shift/schedule, facility, or department to meet business and organizational needs as necessary, including but not limited to the re-assignment of employees and positions, elimination of positions, and opening, moving, or closing of facilities and units.)*

- Provide on-site supervision for court ordered parent/child visitations and exchanges to provide emotional and physical safety to children and other family members
- Provide information between parents relevant to the child's visit or exchange
- Assist in managing the child's behavior as necessary
- Intervene and may terminate visitation due to parental non-compliance with program
- Alert law enforcement on-site or Program Coordinator of safety or security issues
- Report critical incidents
- Maintain and file minimal documentation reports and attendance reports
- Report suspected child abuse/neglect
- Attend meetings and training

- Perform related work as required

**MINIMUM EDUCATION AND EXPERIENCE:**

*(Education above the minimum stated may be substituted on a year for year basis for the required general experience; experience above the minimum stated may be substituted on a year for year basis for the required education.)*

**EDUCATION:**

- High school graduate or recognized equivalent.
- Some background in a directly related field that may include psychology, social work, counseling, or other area that is substantially related to marriage, and family interpersonal relationships.

**EXPERIENCE:** None required. Some experience in a care-giving role in relation to children is preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Minimum age requirement of 20
- Some knowledge of the dynamics of separation, divorce domestic violence and child development beneficial
- Ability to objectively assess clients
- Ability to communicate effectively, clearly and concisely, both orally and in writing ability to establish and maintain effective working relationships with other
- Ability to make sound decisions in accordance with court and program policies and procedures
- Ability to establish an independent role in dealing with children and families
- Ability to relate in a positive fashion to individuals from a variety of cultural, economic and ethnic backgrounds
- Ability to operate a personal computer and other standard office machines
- Ability to maintain a variety of records and prepare reports from such records
- Ability to successfully pass drug test

**SPECIAL REQUIREMENTS:**

- Must submit to and pass criminal background check as prescribed by Courts, Sex Offender Registry check, and MO and KS Child Abuse and Neglect checks.
- All applicants for this position are subject to testing for illegal drug use prior to appointment.
- Employees in this position are subject to random and reasonable suspicion testing for illegal drug use.

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**