



JOB DESCRIPTION – Supervised Visitation and Safe Exchange Advocate

AGENCY OVERVIEW:

Apna Ghar provides critical, comprehensive, culturally competent services, and conducts outreach and advocacy across communities to end gender violence.

Visit www.apnaghar.org and follow us on social media for more information.

POSITION SUMMARY:

An Advocate in the Supervised Visitation and Safe Exchange (SVSE) Program will supervise court-ordered visitation between non-custodial parents and their children, facilitate safe exchanges of children between parents, and provide active case management for families. We are searching for an individual who is self-motivated, a self-starter with the ability to work well under pressure. Candidate must be able to work in a very collaborative team environment with a high degree of empathy, should be a good listener with a strong sense of self-awareness. This is a full-time exempt position. Hours will include weekends, late afternoons and early evenings. Position may also require working and traveling between different Apna Ghar locations. The position reports to the Program Supervisor who reports to the Programs Manager.

RESPONSIBILITIES INCLUDE:

- Supervises visits and facilitates exchanges, and ensures that all agreements of SVSE Program are adhered to
- Supports families that have experienced domestic violence through ensuring the safety of all parties in a conflict-free environment
- Communicates with both custodial and non-custodial parents regarding visitation related concerns
- Conducts intakes with custodial and non-custodial parents, and assists with the placement process
- Cultivates impactful relationships with children to ensure child comfort and safety during visitation
- Maintains confidential records and the confidentiality of all information obtained from clients
- Provides referrals to community resources
- Records and enters program related data into the organization monitoring system regularly
- Assists in quarterly and annual reporting; supports other forms of program documentation
- Collaborates with other program teams for client needs and issues
- Contributes to important agency conversations on overall development and growth of the SVSE program at Apna Ghar; externally represent the agency in coalition and network meetings
- Other responsibilities as assigned

PREFERRED QUALIFICATIONS:

- Master's degree or bachelor's degree & two years of relevant work experience or equivalent qualifications
- 40-hour IL domestic violence training certification or equivalent
- Experience working with vulnerable and marginalized populations
- Experience of using conflict management skills
- Fluency in a second language preferred
- Experience of working on restorative justice issues or interest in the issue preferred
- Interest in working as part of a multicultural team and with diverse populations



APPLICATION PROCESS:

Submit resume and cover letter to employment@apnagar.org with "Advocate - SVSE Program" in subject line. No phone calls, please.