



Ninth Judicial Circuit Court of Florida

Vacancy Announcement

Children's Visitation Program Coordinator

The Ninth Judicial Circuit Court is a progressive trial court in Central Florida where employees make a difference. Our team of court professionals is richly diverse, with unique perspectives and ideas. We encourage teamwork and individual contribution and pride ourselves on changing attitudes and doing things better. We're always interested in dynamic individuals who enjoy innovation, new ideas and the opportunity to serve others while leading the way to the court of tomorrow.

Position details

Position #: 0886

Closing date: Open until filled

Education: Bachelor's Degree

Type: Full-Time

FLSA: Exempt

Shift: Day

Salary: \$26.10/HR

Location: Kissimmee, FL

Relocation: Not Available

To apply: <https://ninthcircuit.org/about/careers/childrens-visitation-program-coordinator>

Position description

This position is primarily responsible for coordinating the daily operations of the Children's Visitation Program, along with carrying-out the program's major function of coordinating monitored exchanges and supervised visits that are court ordered to the program. Responsible for the recruitment, training and supervision of the program staff and weekend observers, interns and volunteers; experienced in utilizing intervention, diversion and communication techniques to de-escalate situations not deemed appropriate during supervised visits or exchanges. Develops and manages orientations for parents and children; experienced in providing written reports to the Court regarding the program participant's compliance with court orders; maintains program statistics; conducts research to ensure best practices; and attends court proceedings, as needed. Must have strong interpersonal skills, attention to detail, and the ability to

communicate effectively both orally and in writing, skilled at organizing work, maintaining accurate records, monitoring compliance of program participants, and work professionally and collaboratively with others. Monitors and provides a safe environment for visitation and exchanges by using independent judgement as needed to terminate visits not deemed appropriate.

Knowledge of the principles and dynamics of child victimization and the judicial system. Knowledge of supervised visitation and /monitored exchange services and guidelines. Ability to communicate effectively with people from diverse backgrounds and with individuals that are involved in emotional and traumatic situations. Ability to research, recommend and implement improvements to the program. Ability to exercise discretion and confidentiality. Ability to independently produce quality work. Ability to recruit and conduct training of staff, interns and volunteers.

Bachelor's Degree from an accredited four-year college or university, with a major in criminal justice, social work, counseling, psychology and/or related field, supplemented by three years of program related experience, one of which must have been in a supervisory capacity. Progressively responsible experience in the field may substitute for the recommended education on a year-for-year basis. Ex

The regular working hours for this position consist of Saturdays and Sundays each week, plus three additional days during the week, typically 8 a.m. to 5 p.m. Days off each week will be consecutive days. This position works from the satellite work location on the weekends in order to facilitate supervised and monitored exchange visits, but will not work on holidays.

Salary: \$54,288 annually, full time with benefits exempt position. This position is Osceola County Funded.

Open until filled.

Equal opportunity employer

The Ninth Judicial Circuit Court is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. Persons with a disability needing an accommodation for the application/selection process should notify Human Resources (407) 836-2261 prior to the application deadline. If you are hearing or voice impaired, call 711.

Benefits

The Ninth Circuit is a unique organization, rich with diversity and unlimited opportunity where all full time employees have access to:

- Paid Leave
- Paid Holidays

- Florida Tuition Waiver (State Employees)
- Affordable Health Benefits
- Optional Vision, Dental and Supplemental Insurance
- Free Life Insurance
- Multiple Deferred Compensation Options
- Florida Retirement Benefits
- Tax Favored Spending Accounts
- Employee Assistance Support
- Ongoing Training and Growth Opportunities