



Island of Hawaii YMCA – Family Visitation Center Safety and Security Officer

Position Description

Position Title: Safety and Security Officer

Reports to: Family Visitation Center Coordinator and Security Supervisor

Work Hours: Varies, some shift work, Wednesday, Thursday, Friday 3 p to 8 p, Saturdays 8 a to 8 p and Sundays 8 a to 8 p, depending on scheduling. Monthly scheduling available.

Location: 300 West Lanikaula Street
Hilo, Hawaii 96720

REQUIRED SKILLS AND KNOWLEDGE:

- Hawaii State Guard Card
- Basic knowledge in the principles of parenting and child interaction, case management, child development and social services preferred;
- Ability to de-escalate crisis situations and model proper, positive behaviors;
- Excellent communication skills with the ability to work independently and manage time/tasks effectively;
- Ability to interact in a positive, warm and friendly manner with individuals of any economic, educational, social, racial, ethnic or cultural background; and
- Fingerprint Clearance

OTHER REQUIREMENTS:

- Applicants are subject to meeting appropriate background standards including qualifying for an Arizona Level One Card;
- Some positions will require the performance of other essential and marginal functions depending upon work location or assignment;
- Be at least eighteen years of age with a valid driver's license; and
- This is an evening and weekends position.

WORKING CONDITIONS:

Work is performed in the community with exposure to inclement weather and unpredictable crisis situations.

POSITION SUMMARY:

The Family Visitation Safety and Security Officer is responsible for maintaining and securing the facility, and assuring the safety and well being of the custodial parent and the child. The Family Visitation Officer is a part-time position with an evening and weekend schedule.

RESPONSIBILITIES:

- Provide hands-on direct assistance to families and children who are referred for Supervised Visitation services.

JOB DUTIES:

- Provide a safe visitation environment for children and terminate the visit if it is not deemed appropriate or parties involved have improper conduct.
 - Clearly define the rules of visitation with all parties involved and notify referring agency of violations.
 - Attend meetings with staff as needed.
 - Report, as soon as possible, any problems or concerns regarding child, parent or issues at visitation;
 - Monitor interactions;
 - Terminate the supervised visitation if the visit becomes harmful to the child
 - Maintain a professional relationship with parents, family members and children;
 - Be prompt in keeping appointments and adhering to agreed upon schedules;
 - Inform the Coordinator of vacations, illness etc. that would necessitate a substitute Officer, with as much advance notice as possible.
 - Respect the visitation site location rules regarding visitation procedures; and • Abide by the Department of Child Safety's confidentiality standards.

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Entity name: Island of Hawaii YMCA