



Position Description

Position Title: Safety and Security Officer

Reports to: Family Visitation Center Supervisor and CEO

Department: Family Visitation Center Program

Work Hours: Varies, some shift work, Wednesday, Thursday, Friday
3pm-8pm, Saturdays & Sundays 8am to 5pm,
Advanced monthly scheduling is available.

POSITION SUMMARY:

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

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
- Fingerprint clearance
- Background & medical checks

OTHER REQUIREMENTS:

- Applicants are subject to meeting appropriate background standard requirements.
- Some positions will require the performance of other essential and marginal functions.
- Be at least eighteen years of age with a valid driver's license
- This is an evening and weekends position.

WORKING CONDITIONS:

Work is performed in the community with exposure to inclement weather and unpredictable crisis situations with individuals & Children in domestic violence situations.

RESPONSIBILITIES:

- Provide hands-on direct assistance to families and children who are referred to FVC for 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 the referring agency of violations.
- Attend meetings with staff as needed.
- Report, as soon as possible, any problems or concerns regarding children, parents 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 agree 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.