

## **Part-time Supervised Visitation Associate**

**Hourly Rate: \$17.75**

PEI Kids', a nonprofit, has long addressed many of today's most pressing issues affecting children's safety – including sexual abuse, delinquency, bullying, and child assault. PEI Kids is Mercer County's premier organization focused on issues related to violence and children. We are a multidisciplinary organization that serves children and their families in the Mercer County area. One of our core programs is Support Services for children in foster care and their families.

PEI Kids is looking for a high energy, well rounded individual for our Supervised Visitation Program to facilitate visits between children in foster care and their biological parents and/or siblings. If you have great life skills, are able to adapt to flexible situations and hours, are great with children and have a good rapport with people, this will be a wonderful job opportunity for you.

### Primary responsibilities

- Provide supervised visits for children in foster care and their biological parents and/or siblings. Visits take place at different locations, including the PEI Kids office.
- Write observational reports of each visit, that are submitted to the Department of Child Protection and Permanency
- Transport children and/or their parents to and from visits. PEI Kids supplies car and gas.
- Work as a team member with the Support Services Coordinator, visitors and drivers.

### Essential job requirements

- Experience working with children ages infant – older teens and their families
- A high school diploma and some post-secondary training or college
- Demonstrate good writing and grammar skills
- Ability to move in and out of cars, carry up to 35 pounds and assist children in and out of cars
- Basic computer skills including Word
- Ability to work up to 20 hours per week. Work week schedules change and may include mornings, late afternoons, some evenings and Saturdays
- A clean driving record and must pass a thorough background check

### Additional skills

- Spanish speaking a plus
- Knowledge of Trenton, Mercer County and surrounding Counties helpful

Please submit resume and cover letter to: Audrey Massey ([amassey@peikids.org](mailto:amassey@peikids.org)). Please no phone calls. Position is open until filled.