

Director of Supervised Visitation & Exchange Program Position Available

Christian counseling and pregnancy center seeking a director for their Supervised Visitation & Exchange Program. This position reports to the Executive Director and is part-time (10hrs/wk. – Mon/Weds 3:30-8:30pm).

Duties Include:

- **Scheduling intakes and visitation appointments; Maintaining visitation schedule**
- **Facilitate visitations; Oversee volunteer visitation supervisors and train new staff/volunteers in the Supervised Visitation Program**
- **Complete appropriate client forms and maintain client files**
- **Communicate with external parties linked to client cases**
- **Opening & closing facility**
- **Refer clients to internal programs or services as needed**
- **Participate in scheduled staff meetings & trainings**

Experience & Skills

- **Dependability; great organization and time management skills**
- **Ability to adapt in a continuously changing environment**
- **Ability to handle difficult situations and/or confrontational clients**
- **Previous experience working with families in crisis a plus**

Education

- **HS Diploma/GED**
- **Associates Degree**
- **Bachelor's Degree**

Please send your cover letter and resume to:

**Oaks Family Care Center
Attn: Kristen Nagy
4176 Center Rd.
Brunswick, OH 44212
Fax: (330) 220-7817
E-mail: oakscare@aol.com**