Supervised Visitation Volunteer - Job Description
Fond du Lac County
920-929-3448

Description of This Service:
The assigned volunteer is responsible for supervising visits and providing a safe, secure environment, physically and emotionally, for children in alternate care by supervising visits with their natural parent(s) agreed-upon site. The volunteer’s schedule is flexible and determined by the hours they want to work and the assignments they accept from the Volunteer Coordinator.

Responsibilities:
- To supervise visits of non-custodial parents with their child(ren). This includes monitoring and, if necessary, intervening with the parent or child who demonstrated inappropriate physical or verbal behaviors.
- To maintain contact with the social worker assigned to the case.
- To report as soon as possible any problems or concerns regarding a specific client, social worker or visitation request.
- To work with the Volunteer Coordinator, Social Worker and any other collaborating agencies as a team member to best meet the needs of the client.
- To treat clients with respect and dignity.
- To perform only those supervised visitation requests authorized by the Volunteer Coordinator, at the request of a Social Worker, to fulfill the case plan for that individual/family.
- To be prompt in keeping appointments and adhering to agreed upon schedules.
- To abide by the Departments’ Rules of Confidentiality.
- To record time, mileage and supervised visitation reports using the assigned code number and forms. To turn in these forms in a timely manner so that reimbursement can be made and the social workers can be kept up to date.
- To inform the Volunteer Coordinator of vacations, illness etc. that would necessitate a substitute supervisor, with as much advance notice as possible.
- To respect the rules regarding visitation procedures.

Volunteer Qualifications:
- Sensitive to the needs of different family members.
- Capable of handling emergencies if necessary.
- Hold a valid driver’s license if they’re going to transport clients.
- Liability insurance if using their personal vehicle.
- Pass a criminal and traffic background check.

Volunteer Reimbursement:
- FDL County strongly encourages the use of County vehicles.
- If a personal vehicle is used, the volunteer will be reimbursed for their mileage at the current rate. To receive reimbursements the volunteer must fill out and return the appropriate form(s) to the Volunteer Coordinator.
- The volunteer is not to accept pay or gifts for their services from the client or their representatives.