



Whatcom Dispute Resolution Center

360.676.0122 | whatcomdrc.org | 206 Prospect Street | Bellingham, WA 98225

Position Title: Visit Supervisor

Program: Supervised Visitation Program

Total Hours: At least 1.5 hours/week (1 hour visit/week plus 15 min before and after visit)

Reports to: Supervised Visitation Program Coordinator

About the WDRC

The Whatcom Dispute Resolution Center (WDRC) is a local 501c3 nonprofit organization serving the people of Whatcom County since 1992. Our vision is for Whatcom County to be a community in which people deal with conflict in creative and healthy ways.

Position Description

The Visit Supervisor monitors visits between non-custodial/non-residential parents and children when the Court has determined that supervision of visits is necessary, or when the parents/guardians have agreed to supervision.

Responsibilities:

- Participate in initial program orientation
- Agree and successfully adhere to program policies and procedures
- Prepare for visits by becoming familiar with the screening information in the client file prior to the first visit
- Meet, as scheduled by the Program Coordinator, with each parent/adult and child(ren) prior to the first visit, so as to be introduced to all parties and pave the way for visits
- Provide supervision of visits as scheduled, when stipulated by Court Order or agreed to by the parents/guardians
- Maintain written records of each visit re: date, duration of visit, identity of attendees, and brief, non-evaluative observation on the visit
- Report to and maintain contact with the Supervised Visitation Program Coordinator on a regular basis to maintain appropriate two-way communication on any questions, concerns, or problems regarding assigned visits, particularly regarding safety
- Maintain up-to-date awareness of program policies and procedures and attend volunteer meetings and in-service trainings as scheduled

REQUIRED Skills & Experience:

- Be at least 18 years of age, and have High School diploma or GED certificate
- Submit to and pass Washington State Patrol Background Check and Sex Offender Registry Check
- Satisfactorily complete volunteer application, screening interview, and training
- Submit two personal references which attest to qualities of dependability, responsibility, trustworthiness, and compassion
- Demonstrate thorough application, interview, references, and training that the applicant possesses appropriate skills and necessary personal traits to be a sensitive, dependable, and effective Supervisor
- Be able to commit to Supervised Visitation Program for minimum of 6-12 months (12 months or longer preferred)



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- High level of professionalism and ability to maintain confidentiality, appropriate boundaries, and handle sensitive information
- Commitment to respecting individual differences and serving diverse populations
- Strong decision making and communication skills
- Supportive attitude, flexibility, and ability to handle complex and stressful situations
- Observant, diplomatic, and tactfully assertive
- Enjoys working with children

Preferred Skills & Experience:

- Understanding of dynamics involved in separation, divorce, domestic violence, child abuse, child welfare, mental health, and substance abuse
- Understanding of child development needs
- Insightful regarding own attitudes, biases, limits