

City of Baltimore



Visitation Center Program Director Mayor's Office of Criminal Justice

The Mayor's Office on Criminal Justice (MOCJ) was established to provide the citizens of Baltimore City a safer, healthier and stronger community. MOCJ is seeking a Center Program Director to oversee the daily operations and administration of Baltimore City's Visitation Center. The Visitation Center is a safe place where families with histories of domestic violence can engage in visitation between children and their visiting parents in a monitored setting or can participate in monitored exchanges of children for weekend visits with their non-custodial parents.

Responsibilities may include:

- Overseeing all Program operations, both during shifts and throughout the work week.
Tasks include the following:
 - preparing all documents, spaces, and staff for shifts;
 - communicating clearly and consistently with on-site security, monitors and volunteers;
 - checking in with clients over the phone in preparation for visitations/exchanges and during shifts to ensure safe service provision;
 - supervising part-time staff during shifts and outside of service hours as needed, which includes making decisions during shifts based on safety and client needs;
 - conducting client intake process, including initial meetings, service agreements, child orientations, and all other matters relating to initiating and maintaining client service provision;
 - creating and maintaining files and records of client contacts and any safety concerns that arise, and Acting as the Custodian of Records while at the Visitation Center; and
 - coordinating with staff security.
- Performing administrative duties such as the following:
 - participating in hiring staff;
 - maintaining time and attendance records for staff;
 - creating staff and client schedules;
 - updating database with Center and client activities; and
 - composing quarterly and semi-annual reports for state and federal funders.
- Coordinating staff development activities, including:
 - coordinating training events for staff as needed (i.e. training for new hires, training about new services to be provided by the Center, training to ensure staff is maintaining and growing knowledge and skills needed to conduct visitations and exchanges at the Center);

- identifying training opportunities for staff and program partners and coordinating logistics; and
 - planning and facilitating staff meetings.
- Conducting community collaborative activities, including:
 - facilitating quarterly meetings;
 - maintaining contact with core partners to ensure smooth collaboration regarding referrals;
 - composing quarterly newsletter; and
 - coordinating community events and outreach.
- Supporting development activities
 - working with the Mayor's Office on Criminal Justice Director and Grants manager to apply for funding to support the program.
- Other duties as needed.

Minimum Qualifications:

- **Bachelor's degree from an accredited college required, master's degree preferred**
- Minimum of two (2) year social work experience. Experience working with domestic violence victims and/or abusers preferred.
- Active Maryland State license as an LGSW, LCSW, LCSW-C or LCPC preferred
- Knowledge of strategies to engage families
- Knowledge of the dynamics of domestic violence
- Understanding of interpersonal dynamics
- Ability to be responsive and helpful to families in crisis.
- Effective interpersonal skills and the ability to work as part of a team
- Ability to multi-task and problem-solve
- Ability to communicate effectively both orally and in writing
- Knowledgeable of community systems with the ability to access community resources and maintain up-to-date resource information
- Ability to assist individuals in accessing services and coordinating a service plan
- Fluency in Spanish a plus

Compensation:

Position is contractual part-time (30 hours per week). No benefits. This is a Non-Civil Service grant-funded position for up to three years. Future funding for this position is not guaranteed.

Salary Range: \$28 – \$35 per hour

To Be Considered:

Position will remain open until filled. Interested and qualified persons should submit cover letter and resume to talent.masters@BaltimoreCity.gov Attention: Carvel Allen.

Successful candidates will be subject to a background check.

The City of Baltimore is an Equal Opportunity Employer