



**Administrative Office of the Courts**

**Position Title:** Visitation Specialist

**Department:** Children's Justice Center – Supervised Visitation Program  
700 East Twiggs Street, Suite 102 Tampa, FL 33602

**Reports to:** Trish Waterman

**Position #** Grant funded contract position

**Hours:** 10:30 – 7:00 – Sunday  
Monday – Friday as needed – Estimated 15 hours per week

**Hourly Rate:** \$17.00

**SUMMARY:** Supervises court ordered visitations between parents and children to assist the court in making determinations of the best interests of children involved in Family Law and/or Dependency proceedings.

**ESSENTIAL DUTIES:**

Supervise and record court ordered visitations at the CJC while accurately documenting interactions, providing a synopsis of the visitation as well as other pertinent information related to the visitation.

- Provide interventions during visits as required
- Provide orientation of the facility to the parties and children involved
- Review the Visitation Agreement and policies/procedures with the parties
- Communicate risk assessment information with security personnel
- Provide case management for assigned cases including intake and coordination of visitations
- Prepare for and provide court testimonies

**KNOWLEDGE, SKILLS, AND ABILITIES:** Excellent organizational skills required. Must be able to communicate clearly, concisely, and logically. Ability to work tactfully with the public and other professionals and non-professionals. Ability to use discretion concerning confidential information. Must be extremely sensitive to the needs and welfare of children; be highly self-motivated, and able to work independently. Must be available to work flexible hours. Must successfully clear level two-background screening.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited college/university with a four-year degree in social services or criminal justice and experience working with children. Substitution: Two-year degree and the appropriate experience can substitute on a year for year basis. Knowledge of the child development and the dynamics of abuse and neglect.

**TO APPLY:** Submit resume and current State of Florida Application and Addendum (located only at [www.fljud13.org](http://www.fljud13.org)) in (1) PDF file via email to [Watermpl@fljud13.org](mailto:Watermpl@fljud13.org)