ADMINISTRATIVE OFFICE OF THE COURTS

Career Opportunity Bulletin

POSITION TITLE:	DEPARTMENT:	HOURLY SALARY:
Contract Visitation Specialist	Children's Justice Center	$18
POSITION:	FLSA STATUS:	PAY GRADE:
N/A	N/A	N/A
POSTING DATE: 3/4/26		CLOSING DATE: UNTIL FILLED

CONTRACT POSITION

SUMMARY: Provide supervision of court ordered visitations which allow children to preserve relationships with adults in their lives in a secure environment. This position requires strong client interaction and crisis intervention skills while processing confidential information.

MINIMUM QUALIFICATIONS:

- EDUCATION: Bachelor's degree in criminal justice, psychology, sociology, or a closely related social science field.

ESSENTIAL DUTIES:

- Supervise and record court ordered visitations at the CJC or via Zoom while accurately documenting interactions, providing a synopsis of the visitation as well as other pertinent information related to the visitation.
- Provide orientation of the facility to the parties and children involved.
- Review the Visitation Agreement and policies and procedures with the parties.
- Provide escort in and out of visitation room to visitor and child(ren).
- Provide intervention as required.
- Communicate risk assessment information with security personnel.
- 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 professionals.
- Ability to use discretion concerning confidential information.
- Must be highly sensitive to the needs and welfare of children, highly motivated, and able to work independently
- Must be available to work flexible hours, to include 8:00 a.m. to 5:00 p.m. and 10:30 a.m. to 7:30 p.m., Monday– Friday and Sundays.
- Must successfully clear Level Two background screening and the E-verify requirement.
- Incumbent must be professional in all regards

TERMS OF SERVICE:

One year term with up to a 36 month renewal, dependent upon need and budget. This is a part- time position. Must be available to work flexible hours, to include 8:00 a.m. to 5:00 p.m. and 10:30 a.m. to 7:30 p.m., Monday– Friday and Sundays.

TO APPLY SUBMIT THE FOLLOWING:

1. Cover letter
2. Resume
3. Current State of Florida Application and Addendum (located only at www.fljud13.org) in (1) PDF file via email to recruiting@fljud13.org.
4. Proof of education: A copy of diploma/certificate

NOTICE: Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Requests for ADA accommodation to participate in the application/selection process, should be directed to (813) 272-6330.