



## Greene County Position Description



Position Title: Contract Monitor	Department: Juvenile
Reports to: Director - Domestic Relations	Grade: Independent Contractor
Date Reviewed: September 2024	FLSA:

### **Purpose of Position**

The Common Ground Supervised Access Program is a program of the Greene County Family Court. The goal of the program is to provide a time-limited safe environment for non-residential parents to have contact with their children that would not otherwise be possible. Their role, under the supervision of the Chief Domestic Relations Officer, is to work with families that have been referred to the program that have allegations of: child abuse or neglect, domestic violence, mental health issues, substance abuse issues.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Observe 1-hour visits between parents and children

Ensure parents follow guidelines of the program

Maintain an emotionally safe and comfortable environment for children during visits

Document facts, observations, and direct statement made during visits

Clean and organize toys and program materials as needed

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's Degree in a Behavioral Science field is required.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

**Language Ability and Interpersonal Communication**

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives.

Ability to compare, count, differentiate, measure and/or sort, as well as assemble, copy, record and transcribe data and information.

Ability to classify, compute, tabulate, and categorize data

Ability to counsel, treat and mediate, and/or provide first line supervision.

Ability to persuade, convince, and train others.

Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Ability to communicate orally and in writing with clients, client families, and staff.

**Mathematical Ability**

Ability to calculate percentages, fractions, decimals and ratios. Ability to interpret basic descriptive statistical reports.

**Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling, sometimes involving hostile and potentially hostile individuals.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs

**Physical Requirements**

Ability to coordinate eyes, hands, feet and limbs in performing slightly-skilled movements such as computer keyboard use.

Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.

**Environmental Adaptability**

Ability to work under moderately safe and comfortable conditions where exposure to environmental factors such as violence, irate individuals and intimidation may cause some discomfort and where there is a risk of injury.

**Condition of Employment**

Employee will be required to demonstrate continued knowledge of this position's current regulations and requirements. Sustained satisfactory performance is required. Employee must meet the requirements of the full job description as stated throughout the duration of employment with Greene County.

Candidate must meet the requirements of the full job description as stated throughout the duration of employment with Greene County.

**Disclaimer**

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Last Updated: 8/2/2018  
Comments/Sections Updated: Format and Grade.