

Thank you for your interest in the position of Visitation Supervisor.
Attached please find a copy of the Job Description and Auto Insurance Requirements. If you meet the Job Description requirements and would like to apply for the position, then please read the Insurance Requirements very carefully.

After:

(1) Ascertaining that you already have the required amount of auto liability insurance

or

(2) confirming with your agent that you can obtain it at a reasonable cost,

(3) then sign the Job Description (for email, type your name) and email or fax it back to us.

On receipt of the signed job description, an application will be sent to you. Please respond as soon as possible as we will begin interviewing and training soon. We have several openings. We look forward to hearing from you.

Sincerely,
Bob Heslinga
Executive Director

Aviva Children's Services
Phone: 327-6779, Fax: 327-6052
avivaadmin@avivaticuson.org

Dear Visit Supervisor Applicant,

Thank you for your interest in our part-time visit supervisor position. If, after carefully reading the job description the job still interests you, and if you feel you can meet the requirements of the position, then please read all the information below regarding automobile insurance liability.

Our insurance carrier requires that all paid personnel, who transport children as part of their duties, carry auto insurance liability at the \$100/300/50 level, which means:

Bodily injury per person -- \$100,000; Bodily injury per accident -- \$300,000; Property damage liability -- \$50,000

The card you carry with you will not have the above information. Please go directly to your policy to check your liability limits. If you do not have these levels you will need to call your agent to inquire about the cost of raising your coverage. **When contacting your agent it is important that you carefully describe the position.** It is a SOCIAL SERVICE AIDE position, and the primary duties are parent-child visitation monitoring and child care. The transportation is an INCIDENTAL part of the job; it is not its primary function. This is a part-time position, averaging 16-18 hours per week. During a week a typical visit supervisor would probably have 1 or 2 children in her/his automobile at a time for a total of 6 or 7 hours per week. (You are NOT Driving a van or bus full of passengers 40 hours per week; you do not need commercial coverage.)

If you have a clean driving record and a good 1—2 year payment history, it should not cost a great deal to increase your coverage to the required levels. Aviva can pay the difference in the premium costs – up to \$100 every six months – if you are hired. We would need, in written form, a copy of your current coverage and cost for a six month period versus the cost of an upgraded policy for a six month period. **Please do not upgrade your policy yet.** We simply need to know if you can meet the coverage requirements if hired.

Should you be interested in changing from your current insurance company to another company, we have worked with an agent who understands the Visit Supervisor function and may be able to help you. Applicants who have contacted Steve Baquet @ 882-9000/490-0867 (cell) have found his rates to be quite reasonable.

You also need to check your policy for “Exclusions”, to ensure that you are allowed to use your auto for work related matters.

If you meet the job qualifications and, **if you already have the required insurance or if you have already confirmed with your agent that you can obtain it at an acceptable cost**, please sign and fax or E-Mail us the job description. Please include your phone number and your address. We will, on receipt, fax or E-mail you the application, and will then contact you immediately on receipt of your application. There are 3 full day training sessions required for the position. These are held on Saturdays and we will provide you with the dates.

Thank you very much for your interest
Bob Heslinga
Executive Director