Job Description

Job Purpose & Objectives

Details

The Contact Worker is responsible to the Resource Officer (ART) to undertake specific packages of work supervising contact sessions. The aim and purpose of the post is to provide those children/young people who are in the care of the Local Authority supervised contact with their families upon request by referral from the allocated fieldwork service. This work is carried out in a variety of settings within the department, at other accredited contact centres and in the community.

Main Duties & Responsibilities

Details

To carry out supervised contacts at named venues or in the community. This is to include transporting children to and from contact where required.

At all times, to present as an appropriate role model for children/young people & their families, colleagues & professionals.

To observe & record all sessions of work undertaken in a clear, precise, factual & timely manner and urgently report any concerns to the allocated social worker and the Contact Service.

To deal with situations of emerging conflict or crisis within sessions of work in order to restore a calm, safe environment.

To liaise with colleagues in other teams/services as necessary with regards to the services provided to the children/young people and families.

To ensure all plans, reports, databases, case recordings, files and all other administrative tasks relevant to the service are maintained to a high professional standard in accordance with the Directorate's guidance and that communication with colleagues in other services/agencies is appropriate, current and accurate.

To participate in regular staff meetings, training days and team developmental opportunities.

To work within an Equal Opportunities framework and strive to maintain a high standard of anti-discriminatory practice and cultural awareness.

To undertake other lesser or comparable duties as required by the management.

To be accountable to the Manager for the quality of all work, against agreed standards and to inform the Manager of any factors which may impact upon this.

To work within protocols, policies and procedures as set out by the Directorate and Local Authority.

**Supervisory/Managerial Responsibilities**

Details

None

**Communication/Contacts**

Details

Contacts (both external and internal) that the post will be associated with are Social Fieldwork teams, Family Centre staff, Foster Care Placement team, Looked After Children Team and Access to Resources Team.

**Career Path Linked to this Post**

Details

**Additional Information**

Details

None

**General Information for all Posts**

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Service Director/Headteacher.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Service Director or nominated representative (in consultation with the postholder) to reflect the changing work composition of the business.