

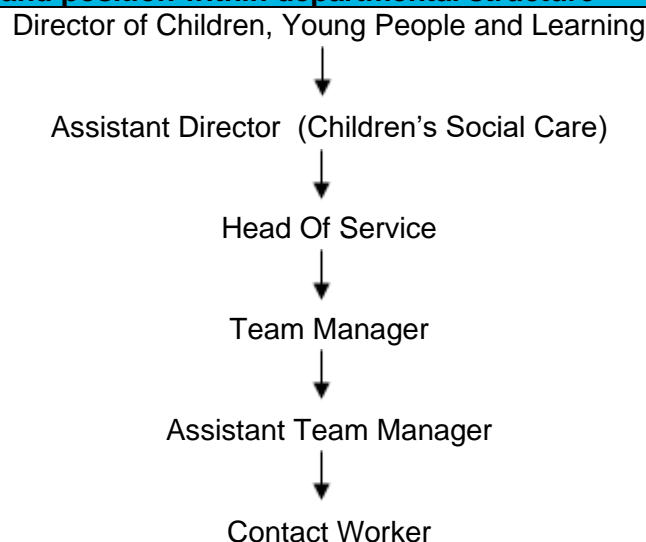
**JOB DESCRIPTION**

<b>Job Title</b>	Contact Worker		
<b>Salary</b>	£23,541 - £28,672		
<b>Directorate:</b>	People	<b>Section/Location:</b>	Time Square
<b>Grade/Salary Range:</b>	H	<b>Work style:</b>	Free

**Key Objectives of the role**

- Support contact with children who are in the Local Authority Care
- Contacts usually take place between Monday and Friday between 9.00am – 5.00pm and each contact is usually between 1 – 2 hours
- To observe the interaction between the adults and the child/ children and to record this on the document template specifically for that purpose

**Designation of post and position within departmental structure**



**Daily and monthly responsibilities**

- The Contact Worker is expected to observe the interaction between the adults and the child/children and to record this on the document specifically for that purpose.
- Good understanding of child development and attachment issues and a good understanding of safeguarding issues
- It may be necessary for the contact worker to be able to support the parent during the contact if the parent is unable to interact appropriately with the child or requires support with behaviour management techniques
- Contact Workers are required to be able to transport the children in their own vehicles from the carer's home to the Family Centre. Evidence of business insurance will need to be provided by the employee before employment is confirmed
- Good standard of English is required along with accurate recording

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- The contact recordings are submitted to court and therefore a good standard of English is required along with accurate recording
  - Journeys are usually fairly local but may on occasion extend up to 20 miles from Bracknell. Evidence of business insurance will need to be provided by the employee before employment is confirmed

### Scope of role

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

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***Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.***

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	Good understanding of child development and attachment issues.	
	Educated to GCSE or equivalent standard	
	Competent user of information technology	
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	A good understanding of safeguarding issues to be able to notify managers should any concerns arise during contact	
	Accurate typing skills	
<b>Work-related Personal Requirements</b>	The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.	
	Evidence of Business Insurance cover	
<b>Other Work Requirements</b>	A satisfactory enhanced Disclosure and Barring Service check.	
	The ability to converse easily with members of the public and respond effectively to questions in spoken English	

**Role models and demonstrates the Council's values and behaviours**



All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.