**BRIGHTON & HOVE CITY COUNCIL**

**JOB DESCRIPTION**

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| **JOB TITLE:** | **Sessional Contact Supervisor** |
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| **REPORTS TO:** | **Service Manager/Practice Manager** |
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| **DEPARTMENT:** | **Children’s Services** |
|  |  |
| **SECTION:** | **Children and Families** |

**PURPOSE OF JOB**

* To contribute to the work of the Contact Service by supervising contact between children and their parents/other family members.
* To work with families with children with a variety of needs as directed by management and in accordance with the agreed case plan for the child, in order to reduce risk to children.

**PRINCIPAL ACCOUNTABILITIES**

1. To facilitate and supervise contact between parents and children.
2. To provide transport for children to and from the contact venue as necessary.
3. To keep accurate records in line with Departmental requirements. This will include observing, reporting and recording details of (as agreed with the supervisor and in accordance with procedures) the parents’ and children’s behaviour during contact sessions. Observed signs of neglect or ill treatment of any kind must be reported to the case holder immediately.
4. To work as guided by management and in accordance with the statutory requirements and departmental policies and procedures concerning children and families. This may include supporting rehabilitation or permanence plans for placement outside the family as necessary.
5. To help parents learn to meet their children’s needs adequately by encouraging the development of skills in childcare, hygiene, safety, interpersonal relationships and the management of daily living tasks.
6. To attend and contribute to meetings and court hearings as required.
7. To attend training and supervision.
8. To undertake, as required, other work appropriate to the level of the post and the skills of the post holder.
9. To embrace the Council’s Equality and Inclusion Policy.
10. To adhere to the Council’s and Department’s Health & Safety Policy.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be requested.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

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**PERSON SPECIFICATION**

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| **DEPARTMENT:** | **Children’s Services** |
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| **SECTION:** | **Children and Families** |

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|  | **ESSENTIAL CRITERIA** |
| **Job Related Skills and Competencies** | * Experience of working with children. * An ability to engage and support children and parents and to act in a non-judgemental way. * An ability to facilitate change within families. * An ability to work in partnership with parents and other agencies. * An ability to communicate in writing and verbally with a range of people, from young children to parents, members of the public and other workers. * An understanding of professional boundaries. * An ability to work as part of a team. * An ability to work in a flexible manner. * A commitment to anti-discriminatory practice. * An ability to work with confidential issues. * An ability to demonstrate commitment to self-development and continuous learning. * A full current driving licence and the   confidence to drive whilst transporting children.   * Computer literacy including keyboard skills. |
| **Education and Knowledge** | * A basic knowledge of child development * An understanding of child protection issues |
| **Other** | * Use of a computer at home * Use of a mobile telephone for work * Use of a car for work |