

Job Description

<u>Job title:</u>	Sessional Child Contact Intervention Work
<u>Location:</u>	Southend-on-Sea; Lincoln, Leicester
<u>Hours:</u>	As required (weekend and evenings may be required)
<u>Grade:</u>	£10 per hour
<u>Service</u>	Relationship Support
<u>Reports to:</u>	Local Coordinator & Senior Coordinator

Principal Accountabilities:

1. To support the delivery of safe and effective child contact interventions including, but not confined to, supported and supervised parent/child contact both in the Contact Centre and in the local community.
2. To adhere to National Association of Child Contact Centres (NACCC) enhanced minimum standards.
3. To keep accurate records of your work, adhere to confidentiality, information sharing protocols, assessment processes, providing monitoring information to Family Action and the Contact Centre Coordinator as required.
4. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
5. To ensure effective participation and representation of service users.
6. To be responsible for submitting timesheets, expenses, and contributing to tender applications and budget management associated with the project.
7. To participate in personal supervision and training and to attend local and central staff meetings. This may involve representing Family Action at national or other events, and contributing to group supervision meetings.

8. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being **people** focused
 - b) Reflecting a '**can do**' approach
 - c) Striving for **excellence** in everything we do
 - d) Having **mutual respect** for everyone we work with, work for and support through our services

9. To ensure the implementation of Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.

10. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.

11. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

Person Specification – Sessional Child Contact Intervention Worker

1. Relevant qualification or experience of working with children and families through individual or group work, including those with complex or multiple needs.
2. The ability to work with families in conflict and the importance of remaining focused on the needs of the child/children.
3. Able to demonstrate an understanding of safe working practices including knowledge of Safeguarding and protection of vulnerable adults and children.
4. Good assessment, planning and record keeping skills and a thorough understanding of safeguarding and an awareness of domestic abuse.
5. Understanding of the needs of families / individuals, and of the impact of disadvantage and social exclusion and a commitment to and willingness to promote inclusion and equality of opportunity for all.
6. A confident and professional approach to working with service users and colleagues and excellent communication skills, both verbal and written, including competent IT skills.
7. Understanding the importance of confidentiality and an awareness of data protection.
8. Ability to reflect upon and evaluate your work using supervision and tools such as Family / Child / Teenage Star.
9. Willing to offer some flexibility in work hours and regularly work weekends and occasional evenings
10. Use of a vehicle for business purposes and the ability to travel on a daily basis.
11. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
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 - d. Having **mutual respect** for everyone we work with, work for and support through our services