



Job Description

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St. Helens Council

Post: Contact Support Worker

Department: People's Services

Grade: SCP 18-21

Responsible to: Contact Co-ordinator

Purpose of the Post:

1. To be part of a weekly rota undertaking supervised contact for vulnerable children and their families.
2. To assist with arrangements for contact between children, their carers and their families.
3. To assist with identifying suitable venues for contact.
4. To take part in LAC Reviews, Child Protection Case Conferences and other relevant meetings.
5. To keep up to date records in line with Council's Recording Policy.
6. To prepare reports for court, meetings and reviews as required.
7. To attend court as required in relation to supervised contact.
8. To liaise regularly with social workers and other professionals involved with the child / young person / family.
9. To provide contact sessions to children, young people and their families including evenings and weekends.
10. Maintaining links with other staff within The Department, and other agencies.
11. Contributing to the development of overall borough provision by:
 - Attending meetings, working parties and forums
 - Suggesting policy and procedural improvement.
 - Identifying opportunities for development of services
 - Undertaking training linked to the role of support worker
12. Maintaining regular records in accordance with departmental procedures.

To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.



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To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared:

Date Updated: May 2016