



## Job Description

### Children's Contact Worker

Job Details	
<b>Grade</b>	2
<b>Number of Posts</b>	8
<b>Department</b>	Help and Protection
<b>Reporting to</b>	Contact Coordinator

#### Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

#### **Our Vision:**

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:



- healthy, happy, resilient children living in families.
- families able to make positive changes.
- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

**Our Values:**

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

**Key Responsibilities**

- Transporting and supervising children and young people in care for contact with their parents, carers or others as identified in the care plan.
- To collect and safely transport children from their placement to the contact venue and return them when the contact has concluded
- To supervise the contact between the children and their parents and ensure that contact requirements and procedures are followed
- To provide a written report on the required template on how the contact has proceeded
- To report any safeguarding concerns that arose during the contact to the Contact Manager and the allocated social worker
- To assist with the service duty arrangements
- To use various computer applications as required
- To ensure contact rooms are kept tidy and conform with Health and Safety requirements
- To attend training sessions as and when required
- To carry out any other duties that fall within the scope of the job and the grading

**Key Information**

Is a Safeguarding Check needed?

- Enhanced- Children



Will this position have Line Manager Responsibility?	<ul style="list-style-type: none"> <li>No</li> </ul>
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### Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Qualifications	AF/I	Qualification in childcare/or equivalent is desirable
Training	AF/I	Willing to participate in further training
Experience	AF/I	Minimum substantial work/voluntary/personal experience of direct work with children under 10 years.
Skills	AF/I	Ability to communicate with children
Skills	AF/I	Understanding of car safety legislation when transporting children
Skills	AF/I	Ability to form a working relationship with parents whose children are in care
Skills	AF/I	Ability to form working relationships with foster carers, social workers and other professional
Skills	AF/E	Ability to provide good quality written reports on the key issues that arose during the contact that has been supervised
Skills	AF/I	Ability to work independently
Skills	AF/I	Understanding of safeguarding issues and when these need to

		be reported to a more senior member of staff
Skills	AF/I	Ability to cover contacts in and outside Birmingham
Skills	AF/I	Ability to work flexibly, in order to meet business needs
Skills	I	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>

**At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.**

