**Logo

Description automatically generated**

**Relationships Scotland Borders (RSB)**

**Child Contact Centre Support Worker**

**(Galashiels)**

**Hours Sessional**

6 – 8 hours per week

**Pay scale £10.50 per hour**

**Accountable to** RSB Practice Manager until CCC Senior Family Support Worker Lead is in post in early 2023

**Checks** A Disclosure Scotland PVG check is essential as this is regulated work with vulnerable groups.

**Purpose of job**

To support the CCC Family Key Workers and Senior Family Support Work Lead to ensure that safe contact takes place between non-resident parents and their children using the Contact Centre as overseen by Relationships Scotland Borders.

**JOB DESCRIPTION & PERSON SPECIFICATION**

**Scope of job**

* Support CCC staff, children and their families, as directed.
* Report any Child protection issues.
* Ensure that the Centre is kept tidy, safe and secure.
* Assist with any setting up, tidying and cleaning of toys.
* Be familiar with procedures for fire and other emergencies.
* Help to create a warm and sociable atmosphere which encourages children to relax and enjoy their visit.
* Provide refreshments for children and families if requested.
* Ensure all RS and RS Borders policies are noted and adhered to.

**Person Specification**

* The ability to remain neutral and be non-judgemental about relations between former partners.
* Emotional resilience to deal with potentially distressing situations.
* Flexibility and sensitivity – knowing when to be pro-active
* A good sense of humour
* Integrity
* Reliability to provide continuity for the children
* Respect for others in difficult and emotional circumstances.
* Trustworthiness and respect for the confidential nature of all contact centre matters.
* Understanding of needs of families experiencing separation and anger.
* Experience of having or working with families and children would be desirable.