











# Family Contact Supervisor



Location **South East, West Sussex**  
<https://www.freeadsz.co.uk/x-317128-z>



To supervise and assess contact sessions, providing support and guidance to children and parents/relatives as appropriate at all times. Take appropriate action to protect children's safety and promote their welfare, intervening where this is threatened and terminating the contact if deemed necessary whilst keeping management informed at all times. Prepare and maintain case records and details of contact. Perform associated administrative tasks and maintain strict confidentiality i.e. not divulging where the child/ren resides. Write or otherwise contribute to reports for the courts and other agencies. Take part in client feedback processes, record-keeping, monitoring and other aids to the evaluation of services. Attend planned meetings, reviews, supervision and other related meetings as required. Liaise and represent Octopus Family with other professionals and agencies. Co-ordinating your contacts i.e. calling foster carers, parents, schools etc. the day before to confirm contact. Keeping the office informed of any changes, cancellations, allegations etc. Maintain professional and calm at all times. Not engaging in inappropriate conversations with parents, relatives, foster carers, social workers, children etc. Never to give our own opinions or advice to anyone connected to the contact. Being able to handover and receive information that is relevant to a family that you are.

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