



Job Description

Job title:	FORM F ASSESSOR
Responsible to:	Fostering Manager
Responsible for:	n/a
Overall Purpose:	To assess potential foster carers as to their ability to provide a safe and nurturing environment for children in our care.

Key Responsibilities

1. Assessment

- 1.1. To undertake the assessment of prospective foster carers, using the BAAF Form F, to the agency's required standard and present to the agency ready for panel (this requires all work to be typed and corrected, e.g. spelling & grammar).
- 1.2. To visit and interview the three referees as identified by the carer in their application (N.B. additional references may sometimes be requested by the agency or the panel and it would be expected that the assessor would complete these).
- 1.3. Support the applicant to put together a family book to introduce a potential placement to the household
- 1.4. To interview any ex partners of the carer(s) in assessment.
- 1.5. To interview all members of the carer's household, which may include birth children, lodgers, adopted children, other adults.
- 1.6. To interview adult children living elsewhere, this may include step-children.
- 1.7. To complete a health and safety check on the prospective carer's home.

- 1.8. To complete a pet questionnaire on every pet in the carer's home.
- 1.9. To report any concerns or issues to the agency representative, which may involve terminating the assessment of the carer(s).
- 1.10. To complete brief carer profile in accordance with a template provided by St Christopher's following the families approval.
- 1.11. To inform carer's of the importance of Support Networks; to obtain names and addresses of support networks and ensure that documentation required for the processing of Disclosure and Barring Scheme applications is made available to the agency for processing..

2. Recording

- 2.1. To keep all written and verbal communication with the agency and any paperwork supplied by the agency confidential. This includes any information kept on computers, and laptops (be mindful that work stored on computers is still on the hard drive when deleted). Any breach of this would be considered extremely serious and this contract would be terminated with immediate effect.
- 2.2. To make changes or alterations to the BAAF form as requested by the agency representative, including changes requested by the panel.
- 2.3. To present a draft of the completed form F to the agency representative.

3. Fostering Panel

- 3.1. To present the completed Form F to the fostering panel.
- 3.2. To prepare the carer(s) for their attendance at the panel.

4. Development

- 4.1. To attend a minimum of 2 practice monitoring sessions with the agency representative.
- 4.2. To attend the support groups as offered by the agency, as required.
- 4.3. To attend practice development sessions as offered by the agency.

The duties as outlined in this job description are not exhaustive and may change from time to time due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the service, or as may be requested by the agency representative.

Person Specification

Listed below are the objective criteria, specific to this role, used to assess each candidate and determine suitability for appointment. The table shows at which stages in the selection process the criteria will be assessed. To be shortlisted you must clearly demonstrate in a written statement how you meet the Essential Criteria required at the application stage (shaded).

ESSENTIAL CRITERIA

	Criteria	Application form	Interview	Other
E1	Degree in Social Work or DipSW or CQSW qualification	✓		
E2	Knowledge of the legal framework for foster care services	✓	✓	✓
E3	Understanding of child protection and safeguarding	✓	✓	
E4	Good communication and interpersonal skills	✓	✓	
E5	Ability to build constructive professional relationships with a variety of individuals and to positively represent St Christopher's	✓	✓	
E6	Excellent written skills and experience of producing detailed reports/assessment documents	✓	✓	✓
E7	Commitment to equality opportunities and the promotion of diversity in the provision of services	✓	✓	
E8	Ability to efficiently manage workload to meet deadlines	✓	✓	
E9	Ability to work flexibly	✓	✓	
E10	Ability to travel to carry out assessments		✓	

DESIRABLE CRITERIA *(the following criteria are not essential, but can be included in your supporting statement if relevant)*

D1	Prior experience of compiling Form F assessments	✓		
D2	Car driver with own vehicle	✓		