



## Job Description

<b>Post title:</b>	SUPERVISING SOCIAL WORKER
<b>Grade:</b>	OP5
<b>Reports to:</b>	Fostering Manager
<b>Responsible to:</b>	N/A

### Overall Purpose

To contribute to the growth and development of St Christopher's fostering services by playing a key role in the recruitment, training and assessment of foster carers and by building positive relationships with referring authorities and other professionals. The overriding objective is to ensure that the foster care offered by St Christopher's:

- meets the best interests of placed children;
- maximises the stability of placements and minimizes placement breakdowns;
- promotes the retention of foster carers.

### MAIN DUTIES AND RESPONSIBILITIES

#### 1 Foster Placements

- 1.1 To participate in foster carer recruitment campaigns that targets all ethnic, cultural, religious and linguistic groups;
- 1.2 To participate in the preparation and presentation of training programmes for carers and colleagues;
- 1.3 To prepare and present fostering assessments and foster carer reviews to the Fostering Panel;
- 1.4 To respond promptly and positively to referrals ensuring that, subject to good professional practice, best possible use is made of available places and foster

carers;

- 1.5 To regularly visit foster carers, including their own children, (at least monthly) providing support and supervision to ensure that the standard of care offered meets the best interests of placed children, and that the principles of safe caring are applied;
- 1.6 To maintain an accurate and up to date record of contacts and visits with foster carers, that includes the identification of their strengths and areas that need further development;
- 1.7 To support foster carers in meeting the needs of children in placement, as identified in the care plans, including advising carers of the complaints procedure;
- 1.8 To monitor the outcomes of children as per the requirements of the placing authority and liaise with the child's social worker, advising on various aspects of the placement;
- 1.9 To ensure that each child in placement is seen on their own;
- 1.10 To establish and participate in support groups for foster carers, and their own children;

## **2. Relationships**

- 2.1 To develop and maintain excellent customer-focused relationships with relevant staff within referring local authorities;
- 2.2 To attend Statutory Reviews, placement meetings, stability meetings, disruption meetings and Child Protection case Conferences where required;
- 2.3 To attend team meetings and participate in team development;
- 2.4 To prepare for and attend supervision sessions and carry out the agreed actions;

## **3. Professional Standards**

- 3.1 To take account of all aspects of diversity, including ethnicity, religion or belief, sexuality and sexual orientation, age, disability, and gender in providing services for children and families;
- 3.2 Ensure that statutory fostering regulations and standards are adhered to and to immediately notify the agency of any possible 'conflict of interest';
- 3.3 To keep up to date with social work best practice in relation to fostering placements, to identify areas where improvement is required and to propose and facilitate appropriate solutions;

- 3.4 To respect the confidential nature of the work;
- 3.5 To ensure that St Christopher's customer service objectives are achieved within the scope of the job;
- 3.6 To ensure that all the work undertaken by yourself is conducted to the highest professional standards;
- 3.7 To promote and implement all of St Christopher's Fellowship's policies and procedures, and to lead by example;
- 3.8 To be aware of health and safety issues within the area of control and to implement St Christopher's Health and safety policy, maintaining a safe environment and complying with health and safety and other legal requirements;
- 3.9 To actively participate in appraisal and supervision as required;
- 3.10 To attend appropriate training sessions as agreed with your line manager for own professional development or to benefit the service;
- 3.11 Use computers and other items of information technology in the normal performance of the duties of the post;

#### **4. Other**

- 4.1 To participate in St Christopher's duty rota that provides placements on an emergency and planned basis, and that also offers support and advice to colleagues.
- 4.2 To participate in St Christopher's out of hours duty rota that provides advice and support to foster carers outside normal office hours

**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 services or as may be requested by your line manager.**

## 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	CQSW, DipSW, BA Social Work or equivalent professional qualification, and registration with the Health and Care Professions Care Council (HCPC)	✓		
E2	Experience of working in fostering or adoption	✓	✓	
E3	Experience of and commitment to anti-discriminatory practice and the promotion of diversity	✓	✓	
E4	Knowledge of relevant child care legislation	✓	✓	
E5	Knowledge of Care Standards Act 2000, Fostering Services (England) Regulations 2011 and the National Minimum Standards	✓	✓	Practical assessment
E6	Ability to engage with and deliver on growth targets for the service	✓	✓	
E7	Excellent communication skills with children, their families and other professional agencies		✓	
E8	Excellent assessment and written skills	✓		Practical assessment
E9	Ability to work autonomously without direct supervision		✓	
E10	Ability to integrate with and work as part of the team		✓	
E11	Ability to manage your caseload effectively and to plan and prioritise work to meet deadlines		✓	
E12	Flexibility to work occasionally at weekends and in the evening		✓	
E13	Willingness to participate in the on call rota		✓	
E14	Ability to travel independently to all areas required by job responsibilities		✓	

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

D1	Working knowledge of CHARMS database	✓		
D2	Post-qualification experience of direct work with Looked After Children/ young people and their families	✓		