



## Job Description

<b>Job title:</b>	FOSTERING SUPPORT WORKER
<b>Location:</b>	West Midlands
<b>Grade:</b>	OP6
<b>Responsible to:</b>	Fostering Manager
<b>Responsible for:</b>	n/a
<b>Overall Purpose:</b>	To support the fostering service in a range of identified tasks including placement support, developing and maintaining participation opportunities for young people, facilitating Support Groups for both LAC and birth children, and to contribute to the out of hours support service to foster carers

### Key Responsibilities

#### 1. Professional Childcare

- 1.1 To plan, implement and participate in a programme of activities which take account of individual and group needs and to participate in the review and evaluation of the programme.
- 1.2 To ensure that all activities are risk assessed.
- 1.3 To facilitate Support Groups for both LAC and birth children across the agency.
- 1.4 To work closely with the Supervising Social Worker to deliver targeted support work to young people or the foster carer pre and post approval
- 1.5 To provide respite care for foster carers during the day, evening and weekends as required.

- 1.6 To transport Children / young people to therapy sessions, contact, activity holidays or for educational assistance when the carers are unable to do so.
- 1.7 To supervise contact between foster children and their families.
- 1.8 To talk with and listen to young people, be alert to signs of distress or abuse and ensure young people are monitored and protected.
- 1.9 To keep daily written records of work undertaken and ensure that relevant information is shared appropriately in line with the Fostering Regulations and safeguarding procedures.
- 1.10 To be sensitive to needs of the young people, taking account of race, culture, language, religion, sexual orientation or disability.
- 1.11 To attend and represent St. Christopher's where appropriate at external care planning meetings.

## **2. Administration and Data Entry**

- 2.1 To update carer and child records on Charms database
- 2.2 To maintain child health and education profiles.
- 2.3 To undertake continued assessment monitoring and cross reference and upload the information on to Charms.
- 2.4 To keep risk assessments up to date
- 2.5 To record child support sessions
- 2.6 To work with the Fostering Administrator to provide administrative support to the Fostering Team.

## **3. General Responsibilities**

- 3.1 To adhere to and promote St. Christopher's Equality and Diversity policy in all aspects of the work and to actively challenge discriminatory practice.
- 3.2 To be aware of and adhere to St Christopher's Health and Safety policy at all times.
- 3.3 To be aware of and adhere to all relevant financial procedures and report any discrepancies to your manager immediately

- 3.4 To promote and implement all of St Christopher's policies and procedures and report to a line manager, or other appropriate person, malpractice or evidence which may suggest it.
- 3.5 To ensure that all work undertaken by yourself and those you supervise is conducted to the highest professional standards and to lead by example.
- 3.6 To attend supervision as arranged with your line manager and participate in St Christopher's performance appraisal scheme.
- 3.7 To keep abreast of good practice and attend relevant training in order to develop own skills, knowledge and experience, in accordance with a personal development plan.

**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 your 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	GCSE English and Maths grade C or above	✓		
E2	Experience of working with children and young people in a paid or voluntary capacity	✓	✓	
E3	Experience of administrative work including data entry and report writing	✓	✓	
E4	Experience of organising and engaging children / young people in meaningful activities and undertaking relevant risk assessments	✓	✓	Practical test
E5	Awareness of Child Protection procedures and how to safeguard children	✓	✓	
E6	Awareness of the issues facing young people in care	✓	✓	
E7	Ability to work with challenging behaviour and resolve conflict	✓	✓	
E8	Ability to maintain personal and professional boundaries		✓	
E9	Good communication skills, oral and written	✓	✓	Practical test
E10	An understanding both of the need to share appropriate information with others and to maintain confidentiality		✓	
E11	Ability to use IT and collate data		✓	Practical test
E12	Ability to prioritise workload and meet deadlines		✓	
E13	Ability to work autonomously		✓	
E14	Commitment to teamwork		✓	
E15	Ability to work flexibly, including occasional weekends and evenings		✓	

E16	Ability to work at a variety of locations		✓	
E17	Car driver with clean driving licence		✓	

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

D1	NVQ / Diploma level 3 in Health and Social Care, or equivalent		✓	
D2	Experience in court report writing		✓	