

JOB DESCRIPTION

Job Title	Supervising Social Worker
Department	Social Work
Responsible to	Fostering Service Manager
Responsible for (if applicable)	n/a

Overall Purpose/Aim: To provide a comprehensive, flexible and high quality social work service to foster carers and children/young people as required.

Core Tasks

I) Support and Supervision of Foster Carers

- Recruit, assess, and monitor the continued suitability and competence of Foster Carers ensuring they provide a safe, healthy, nurturing and learning environment for children/young people.
- Ensure that carers fully understand the fostering task, competencies to be achieved and the standards expected, including complaints procedures as detailed in the Footprints policies and procedures.
- Support Foster Carers to evidence their competence against the Training, Support and Development Standards and complete the workbook within specified timescales, assess evidence provided and sign off each standard where sufficient evidence has been provided.
- Provide and record regular supervision to allocated foster carers in line with Footprints supervision agreement policy, as to frequency and content; and undertake such additional support visits/telephone contact with foster carers as placement agreements/contracts may specify.
- Work in partnership to help identify any needs within the foster family e.g. respite, activities, therapy, holidays, with all members of the child's network, including contributing to all relevant meetings and any other tasks defined.
- Contribute to Foster Carer Annual Reviews, within required timescales, providing written evidence of competence. Presenting Annual Review Reports to Panel as required.
- Social Workers should ensure that all of their Carers have an accurate and up to date Form F and Foster Carer Profile available that meets the needs of OFSTED, internal compliance and customers and update these as appropriate and in accordance with policies and procedures.
- Identify learning and development needs of Foster Carers. Document these in the supervision and recommend actions required to address them.
- Undertake at least one Form F Assessment within the first appraisal cycle and updates as and when required.
- Attend meetings to support Foster Carers, children and young people.
- Support Foster Carers in preparing children and young people for independent or semi-independent living.

- Assist in the delivery of core training for Foster Carers and “Skills to Foster” and contribute to Foster Carer support groups.
- Ensure Foster Carers are aware of wider support systems available e.g. FosterTalk.
- Conduct initial visits as required to prospective fosters carers in order to ensure that they are contributing to building capacity of suitable carers to provide appropriate care for children /young people.

II) Safeguarding Children and Young People

- Ensure each child has an accurate and up to date Safe Care Plan and Risk Assessment on file and that Carers have a copy available for reference.
- Work in partnership with the relevant authority to ensure that the child and young person’s needs as identified in the Care Plan and placement agreement are met.
- Where obtaining Care plans is a problem ensure an escalation process is being followed.
- Ensure each child has a placement agreement on file and that Carers have a copy available for reference if appropriate.
- Ensure that comprehensive case recordings are completed by Foster Carers and maintained within timeframes.
- Demonstrate a sound knowledge of child Safeguarding procedures.
- Participate in negotiation between Footprints and Local Authorities to ensure that each child or young person placed is carefully matched with a Foster Carer capable of meeting their needs.
- Complete and follow through paperwork and procedures in relation to Critical Incidents and Notifiable Events.
- Attend social, educational and leisure activities relating to the support of children, young people and Foster Carers.
- Ensure compliance with SW England or equivalent body, requirements necessary to retain job title and registration.
- In consultation with line manager, ensure that learning and development needs meet the requirements of professional development.
- Participate in the Out of Hours duty system.
- Ensure that all Foster Carers have an up to date DBS, medicals and Health and Safety checks.

III) Business/Commercial

- Attend meetings and/or provide reports for Commissioning Teams to address individual packages of care including reports for statutory reviews.
- Contribute towards the growth and development of the business by implementing key areas identified in the business plan agreed through supervision.
- Demonstrate a sound knowledge of the different placement packages.
- To contribute to general office support by covering telephone calls and monitoring referrals.

IV) Administration

- Take responsibility for administration in relation to the social work task to include file administration, typing of all communication, reports and case recordings to comply with company policies and procedures

Additional Duties

- The post holder will be expected to undertake training and development deemed necessary.
- The post holder will be expected to reach a minimum basic standard of I.T. competence to be able to use Company electronic systems effectively.
- The post holder will be expected to ensure to comply with Equal Opportunities Operational Standard in all employment practices.
- The post holder will be expected to ensure that Health and Safety is observed in the course of employment.
- Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping the Registered Manager/ Director/ equivalent informed of work in progress and inform the Registered Manager/ Director/ equivalent immediately of any child protection matter or serious complaint.
- Once suitably experienced provide practice learning opportunities including supervision and support of students.

It is the nature of work of fostering that tasks and responsibilities are, in some circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description and have to be undertaken.

Signed Date
(Job Holder)

Signed Date
(Line Manager).....

You may be required to consent to and apply for an enhanced disclosure at regular intervals during your employment in this post and any offer of employment is conditional on the satisfactory outcome of the Disclosure check. This is because this role involves access to children and young people and/ or sensitive data. As the Company is exempt from the Rehabilitation of Offenders Act 1974 it will need to be provided with details of all convictions, cautions, bind-overs or other non-conviction information being shown on the Disclosure Certificate.

