



## Job Description

<b>Post Title:</b>	<b>Senior Supervising Social Worker</b>
<b>Location:</b>	North West England
<b>Responsible To:</b>	Operational Manager

### 1. PURPOSE OF JOB

To assist with the recruitment, assessment, supervision, support and training of Foster Carers. Contribute to the matching process and to assist with placing children with Foster Carers, in accordance with the Agency ethos and guidelines, and attending LAC reviews as required. In addition, Senior Supervising Social Workers are expected to offer support (including outside office hours, on a rota system) to Foster Carers in order to assist them to maintain high standards of care and are expected to liaise with Local Authorities as required. The role is remote based, and travel within the regions is expected.

### 2. PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To travel to attend meetings with Foster Carers, attend recruitment events, attend the head office, and to attend any meetings or training as required by your Line Manager.
2. To undertake Form F assessments compliant with Agency standards and within required Agency timescales.
3. To prepare Form F assessment reports to a high standard within Agency timescales (ordinarily 6 months from the date of allocation) and within the statutory requirements.
4. To present Form F assessments in line with required high standards, and other reports to the Fostering Panel.
5. To assist with Agency recruitment events for Foster Carers as required (this can sometimes include working during the evening and at the weekend).
6. To undertake initial interest telephone calls and initial visits to prospective foster carers in line with agency timescales and procedures.
7. To participate in the matching process and to assist in the preparation of Expressions of Interest, in accordance with the procedures and requirements laid down.
8. To assist with the placement of children in consultation with all relevant parties.

9. To provide ongoing high-quality supervision and support to foster carers through monthly supervision visits, support visits and telephone support, as required.
10. To understand the importance of safeguarding of children, completing necessary risk assessment documents in line with agency requirements.
11. To represent the Agency at placements meetings and reviews in partnership with Local Authorities and to contribute to the planning processes for children.
12. To assist foster carers in the identification of their training and development needs and to ensure that they receive appropriate training.
13. To maintain a workload within Agency requirements (which may include children, assessments, training, panel, or other relevant SSW duties).
14. To ensure a suitable working space is available, in order to work from home (which will allow work to be completed on time, to the required level and that full care and attention can be given).
15. To assist with the organisation and running of carer support groups and assist with the organisation and delivery of workshops and training where required.
16. To provide emergency advice and guidance to foster carers out of office hours as required/be available to take emergency calls when on OOH.
17. To ensure registration is maintained for Social Work England.
18. To be involved in project work that is of benefit to our team / foster carers.
19. To maintain accurate and current records in accordance with Agency requirements.
20. To be prepared to carry out duties remotely (using online platforms to communicate), alongside travel commitments.
21. To ensure documentation is completed and saved on charms, in line with Ofsted requirements, and at a standard required by your line manager.
22. To participate in monthly supervision sessions with the designated line manager, identify own training needs and attend training to improve practice in accordance with Social Work England.
23. Every person working for FCC has a personal responsibility for implementing and promoting the principles of equality, diversity and inclusion in their day-to-day dealings.
24. Any other duties as deemed reasonable.

## Person Specification

<u>Essential</u>	<u>Desirable</u>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• CQSW, Diploma in Social Work</li> <li>• BA in Social Work</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant post qualification awards</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of working with children and families</li> <li>• At least 4 years' experience working within a Fostering Social Work field.</li> <li>• Previous experience working within the LA or IFA</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the family placement field</li> <li>• Experience of working with Local Authority child care teams</li> </ul>
<b>Skills and Knowledge</b> <ul style="list-style-type: none"> <li>• A knowledge of legislation relevant to children and families, in particular The Children Act 1989 and National Minimum Standards in Fostering</li> <li>• The skills to assess and evaluate information obtained from Children and Families</li> <li>• The skill to analyse information and formulate outcome focused services/care plans</li> <li>• Evidence excellent communication skills to be able to work with service users and other agencies</li> <li>• Evidence excellent (and proven) written skills to ensure structured case recordings, coherent reports and clear plans</li> <li>• Evidence time management skills</li> <li>• Evidence strong understanding of child and family relationships</li> <li>• The skill and experience to undertake high quality Form F assessments, and produce excellent reports.</li> <li>• Evidence strong organisation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Adoption legislation</li> <li>• Data Protection</li> <li>• Human Rights</li> <li>• Race Relations</li> <li>• Other specialist skills across the agency</li> <li>• Knowledge and / or experience of work in the independent sector</li> <li>• Ability/ experience in publicity and recruitment of carers</li> </ul>
<b>Abilities</b> <ul style="list-style-type: none"> <li>• To have the ability to work under pressure with competing demands</li> <li>• To have the ability to work autonomously and to demonstrate initiative and self-reliance</li> <li>• To have the ability to form and maintain good working relationships with both service users and members of other agencies</li> <li>• To have the ability to work in a changing environment</li> <li>• A flexible approach to providing effective support to foster carers including occasionally working outside normal office hours and taking part in the OOH service, as required.</li> </ul>	<ul style="list-style-type: none"> <li>• To have an understanding of the importance of financial management in regard to care/ service planning</li> <li>• Charms knowledge and understanding</li> </ul>

<ul style="list-style-type: none"> <li>• A commitment to personal self development and training</li> <li>• Be able to demonstrate a high level of proficiency on computer programmes, online platforms (Zoom, Teams), emails, software packages.</li> </ul>	
<p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>• Must be registered with Social Work England, throughout employment (failure to be registered, is likely to result in suspension or termination of role).</li> <li>• Must have a full driving licence, and have access to a road worthy vehicle</li> <li>• Must have no more than 9 points on full driving licence</li> </ul>	

*FCC is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.*