



Role Profile

Details of the Position

Position title: Supervising Social Worker	Department: Fostering
Position reports to: Service Manager	Prepared by: Fostering Managers
Date Prepared: 7 th November 2013	Approved by: HR/CEO

Position Summary:

Working closely with other members of Five Rivers Family Placement Service at your nominated office and other agencies, in order to support the potential foster carers through the Form F process and to attend panel.

Completion of Form F Assessments within a 12 week time frame.

Outputs:

- The processes of application to become a foster carer are managed effectively and in a timely manner.

Measures of performance:

Customer

- Children/young persons' needs communicated effectively.
- Effective relationships with the local authority and other relevant professionals.
- Effective relationships with other members of the Five Rivers Family.

People

- Foster carers are supported in their application.
- Effective relationships within your nominated office team and Carer Recruitment Officers attached to that office.

Process

- Effective management of the process of moving into foster care process to panel.

Financial

- Accurate records of monthly expenses.
- Financial systems in place are adhered to and records maintained effectively.



Responsibilities:

- Promote the welfare of the children/young people placed with the Five Rivers Family Placement Service in particular, and within Five Rivers as a whole.
- Working with the foster carer and responsible local authority to ensure the effective management of the process of moving into foster care, ensuring that all legal requirements are met, and that the process is beneficial for children/young people.
- Offer support and supervision to foster carers, on a regular and systematic basis.
- Monitor the progress of the foster carer application to ensure that we work within the relevant legal framework.
- Work closely with other members of Five Rivers Family and other agencies, in order to support the foster carers through the application process.
- If required, to undertake the recruitment of foster carers to the relevant standard, taking account of the legal requirements, and present these assessments to the appropriate agency panels.
- Maintain good communication with other team members at all times.
- Implement directions of Senior Management working as part of the team in order to fulfil the goals of the team.
- Support other team members at all times.
- Respond to disputes arising within the team in a professional and appropriate manner and as directed by Senior Management.
- Guide foster carers in general to fulfil individual goals.
- Maintain an accurate record of personal expenses on a monthly basis.
- Ensure that all financial systems in place are adhered to and records of expenditure are maintained, as directed by Senior Management.
- Ensure compliance with all the relevant administrative legislation, as directed by Senior Management.
- Attend team meetings and other staff meetings if and when required.
- Maintain a safe working environment and compliance with all Health and Safety Regulations.
- Represent the Family Placement Service to external agencies in a professional and appropriate manner.
- Market the services of the Family Placement Service.
- To promote inclusion and participation of children and young people in the development of the Fostering Service.

This next section refers to the recruitment criteria for the role. They can be noted as essential, as in mandatory, or desirable.

Knowledge:

- Knowledge of a Child Care Setting.
- Knowledge of Child Care Law, including relevant fostering experience.
- Knowledge of Child Protection issues, in particular their relation to foster care.



- Knowledge and experience of foster care practice.
- An understanding of Equal Opportunities within service provision.
- Working knowledge of Fostering Regulations 2011.

Skills:

- Able to work as part of a team and share an understanding of team work.
- Able to work on their own initiative with consistent self-motivation.
- A good level of applied literacy and numeracy
- Able to communicate clearly and appropriately, both verbally and in writing.
- Able to present material professionally both written and orally, inside and outside the agency.
- Able to plan and prioritise workloads and to determine the location of resources.
- Able to maintain judgement when working under pressure.
- Able to offer supervision to foster carers and maintain records as appropriate.
- Able to make objective and supportable professional assessment of children/young people.

Education:

- Social Work Degree or equivalent would be desirable but not essential
- CQSW or DipSW
- Any applicant for this post that is a qualified social worker must be registered with the HCPC.
- Copies of the above qualifications and registration numbers will be required.

Behaviours:

Core:

- Customer Service Practice.
- Delivering Results.
- Working Together.
- Respectful Communication.

Job Specific:

- Planning & Organising.
- Integrity.
- Adaptability.
- Quality Assurance.
- Innovation.
- Resilience.

A position profile does not imply that the duties stated are the only ones to be performed by the incumbent.