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| <p><b>Job Description</b><br/><b>Supervising Social Worker</b></p> |
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| <b>Job Title</b>       | Supervising Social Worker |
| <b>Department/Area</b> |                           |
| <b>Responsible to</b>  | Registered Manager        |
| <b>Pay Scale</b>       | £27,900 - £30,100         |

**What we believe**

Our Vision

A world where all children and young people grow up in families rich in the essential ingredients required for them to realise their ambitions and dreams.

Our Mission

To create environments, enrich families and harness communities that enable Children and Young People to overcome adversity and abuse, by creating an enduring sense of belonging. By doing this and by working together, we will have the courage to overcome barriers, through tenacity and creativity we will release their potential.

**Role Summary**

A Supervising Social Worker at Community Foster Care will be driven to promote the Child or Young Person’s Ambitions or Dreams. They will do this by recruiting, enabling and enhancing foster families to provide safe, stable, loving, nurturing family homes. Children and Young People seeking to live within these families will have often experienced significant trauma and abuse. Enabling Children and Young people to thrive in our foster families will therefore require a number of special ingredients, which you will need to develop and nurture.

**Key drivers of considerations**

As a Supervising Social Worker you will at all times:

- Adhere to Relevant Legislation and Regulation including The Fostering Services (England) Regulations 2011.
- Work consistently with Community Foster Care’s values and contribute to achieving its mission.
- Seek to develop and enhance good social work practice for yourself and for others.
- Promote Community Foster Care’s reputation and protect its ability to achieve its mission.

### **Key requirements of which you should be aware**

- Supervising Social Workers may often be required to work outside of office hours. This may be to:
  - offer support to Foster Carers in order to promote the wellbeing of the Child or Young Person or Foster Family or both.
  - meet with potential foster carers or existing foster carers to assess, provide training or support.
  - support a child / young person's arrival with a family.
- You will need to participate in the out of hours telephone support rota.
- You must be able to travel effectively, as extensive travel will be a key feature of the role.
- You must be a qualified Social Worker with your own HCPC registration.

### **Main Duties and Responsibilities**

#### **Recruitment**

- Facilitate, participate and make successful, activities that enable the agency to recruit people that align with our values and become successful foster carers.
- Undertake comprehensive assessments of potential foster carers in line with relevant regulatory requirements and timescales, presenting a coherent and analytical report to the Agency Panel.

#### **Retention, Support and Stability**

- Work with colleagues within Community Foster Care to promote the retention of Foster Carers, by ensuring that there are effective partnership relationships between the agency and the foster carers. To ensure that foster carers' issues are understood, and problems resolved.
- Take a lead responsibility for a 'case load' of families as defined by the Registered Manager. With these allocated families you will undertake to a high standard, key duties including:
  - At least monthly supervision and ongoing support.
  - Ensure all appropriate recording by the foster carer is verified.
  - Bi annual unannounced visits.
  - Ensure that our Foster Carers are compliant with requirement for medical and DBS checks
  - Ensuring the families safer carer plan is relevant and appropriate.
  - Annually review Foster Carer's Personal Development Plan.
  - Prepare a comprehensive, coherent and analytical Foster Carer annual review
  - Ensure effective, up to date and accurate recording on Charms.
- To prepare high quality expressions of interest which have been completed following an analytical matching assessment. The assessment will be based on the agency's comprehensive understanding of the foster family including their previous experience, evidenced skills, knowledge and support needs. The requirement for any additional resources will also be considered. Community Foster Care will only offer placements based on sound judgements as to the placement's ability to meet the needs of the child who requires a placement.

- Promote and support the child or young person's successful integration and ongoing stability within the foster family through:
  - Facilitating effective placement planning with all stakeholders, which is reviewed at least annually.
  - Appraise and respond to fluctuation in your assessment of placement stability.
  - Ensure that Delegated Authority is clearly understood and set appropriately.
  - Completing and reviewing as required, the child's risk assessment.
  - Regular meetings with the foster child where they can talk freely.
  - Engage where required in Therapeutic Support with relevant parties.

### **Safeguarding**

- Work with tenacity and courage in line with best practice to safeguard all children. This will include, but is not restricted to:
  - Completing comprehensive and timely risk assessments.
  - Enabling and monitoring the safe practice of foster carers
  - Working effectively within the Charities policies and structures and with other Agencies and Professionals.
  - Ensuring effective communication with Children, Young people and Adults.
  - Working effectively within the relevant local policies.
  - Completing effective recording including Ofsted notifications.
  - Challenging ineffective or unsafe practice or decisions.
  - Ensure adherence to the Health and Safety Policy.

### **Training**

- Facilitate and arrange learning and development opportunities for foster carers, including
  - Support group.
  - Training days.
  - 1:1 learning.
  - Signposting to key courses.
- To engage in monthly supervision with your designated line manager.
  - In circumstances where the practice educator training has been achieved, to supervise and support social work students
- To identify own training needs and to attend training courses in order to improve practice and in accordance with HCPC requirements.

What we require from all our employees:

- A commitment and alignment with Community Foster Care's Values.
- A tenacity and commitment to resolve and develop our ability to enable children to thrive.
- A willingness to embrace challenge and actively seek constructive feedback.
- A willingness and ability to be highly functioning team player.
- A commitment to anti oppressive practice, underpinned by an understanding and promotion of equality and diversity.

It is the nature of work of Community Foster Care, that tasks and responsibilities are 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.

Community Foster Care is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosures Barring Service clearance at enhanced level.

CVs will not be accepted in any circumstances; all applicants must complete an application form.

## Person Specification – Supervising Social Worker

|  | Essential (E)<br>Desirable (D) | Short listed<br>Criteria | Evidenced        |
|--|--------------------------------|--------------------------|------------------|
| <p>Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post. The shortlisting process will be completed in line with these key factors.</p>  |                                |                          |                  |
| <b>Qualifications</b>  |                                |                          |                  |
| ▪ CQSW, Diploma in Social Work   | E                              | ✓                        | Application form |
| ▪ BA in Social Work  | D                              | ✓                        | Application form |
| ▪ Relevant post qualification awards   | E                              | ✓                        | Application form |
| ▪ Practice Educator Certificate  | D                              |                          | Application form |
| <b>Experience</b>  |                                |                          |                  |
| ▪ Experience of working with children and families   | E                              | ✓                        | Application form |
| ▪ Experience of working within the family placement field  | E                              | ✓                        | Application form |
| ▪ Experience of working with Local Authority child care teams  | E                              | ✓                        | Application form |
| <b>Skills and Knowledge</b>  |                                |                          |                  |
| ▪ A knowledge of legislation relevant to children and families, in particular: <ul style="list-style-type: none"> <li>▪ The Children Act 1989</li> <li>▪ National Minimum Standards in Fostering</li> <li>▪ The Fostering Regulations 2011</li> <li>▪ The Care Planning, Placement and Case Review (England) Regulations 2010</li> </ul> | E                              |                          | Interview        |
| ▪ To have achieved or demonstrate a willingness to achieve a thorough working knowledge of Equal Opportunities policies and related procedures   | E                              |                          | Interview        |
| ▪ A sound working knowledge of Safeguarding Policy and Practice.   | E                              |                          | Interview        |
| ▪ Excellent Assessment and Analytical skills enabling sounds assessment and evaluation information obtained from and about Children and Families   | E                              |                          | Interview        |
| ▪ The skill to analyse information and formulate outcome focused services/care plans, risk assessments and assessments   | E                              |                          | Interview        |
| ▪ To have good communication skills to be able to work with service users and other agencies   | E                              |                          | Interview        |
| ▪ A sound knowledge and working practice relating to data protection   | D                              | ✓                        | Application form |

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| ▪ To have good written skills to ensure structured case recordings, coherent assessment, reports and clear plans   | E                  |   | Interview        |
| ▪ To have the skills to manage time effectively  | E                  |   | Interview        |
| ▪ A knowledge and understanding of <ul style="list-style-type: none"> <li>▪ Child and family relationships</li> <li>▪ Child development</li> <li>▪ Brain development</li> <li>▪ Attachment theory</li> <li>▪ Impact of trauma</li> </ul>   | D                  |   | Interview        |
| ▪ Good standard of professional organisation   | D                  |   | Interview        |
| <b>Abilities &amp; Aptitude</b>  |                    |   |                  |
| ▪ Alignment and commitment to work in line with the charities values and work together with others to achieve our mission and vision   | E                  |   | Interview        |
| ▪ To have the ability to work under pressure with competing demands  | E                  | ✓ | Application form |
| ▪ To have the ability to work autonomously and to demonstrate initiative and self-reliance   | E                  |   | Interview        |
| ▪ To have the ability to form and maintain good working relationships with both service users and members of other agencies  | E                  |   | Interview        |
| ▪ To have the ability to work in a changing environment  | E                  |   | Interview        |
| ▪ A flexible approach to providing effective support to foster carers including working outside normal office hours and taking emergency calls as required.  | E                  |   | Interview        |
| ▪ A commitment to personal self-development and training   | E                  | ✓ | Application form |
| ▪ Competent use of a range of hardware and software (tools of the trade) to support effective working including: <ul style="list-style-type: none"> <li>▪ Microsoft Office</li> <li>▪ Internet Browsers</li> <li>▪ Charms (desirable)</li> <li>▪ Online survey tools (desirable)</li> <li>▪ Secure email systems (desirable)</li> <li>▪ Telecommunication devices</li> </ul> | E<br>Unless stated |   | Interview        |
| ▪ To have an understanding of the importance of financial management in regard to care/ service planning   | D                  | ✓ | Application form |
| <b>Miscellaneous</b>   |                    |   |                  |
| ▪ Can work flexible hours including evening and weekends.  | E                  | ✓ | Application form |
| ▪ Ability to participate in a Telephone Out of Hours support rota for Foster Carers  | E                  | ✓ | Application form |
| ▪ Ability to travel freely mainly in the region, but occasionally on a national basis.   | E                  | ✓ | Application form |
| ▪ Full current driving licence.  | E                  | ✓ | Application form |