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| **JOB TITLE:**  Supervising Social Worker (SSW) Fixed Term Maternity Cover**RESPONSIBLE TO:**  Registered Manager (RM)LOCATION: West Midlands**HOURS OF WORK:** 35 hours per week – over 4 days Monday-Friday **POSITION SUMMARY:** To provide and deliver professional support and supervision to Foster Carers whilst promoting the safe care and development of our foster children in order for them to achieve their full potential in terms of their physical, social, emotional and educational needs. Participate in the recruitment, assessment and training of prospective Foster Carers as well as pursuing suitable placements for our approved Foster Carers. |
| **POSITION IN STRUCTURE:**  Chief Executive  Head of Service  Registered Manager  Practice Team Manager  **SUPERVISING SOCIAL WORKER**  Support Worker  Ops Admin/Admin |
| KEY COMPETENCIES:  * Conduct * Communication * Decision Making * Leadership * Building Relationships * Technical Expertise |
| **MAIN DUTIES AND RESPONSIBILITIES:**  **In addition to the functions detailed below, employees are required to carry out such other duties as may reasonably be required.**  ***Recruitment and Training of Foster Carers:***   * To assist in the recruitment of new Foster Carers by:   + Promoting the CFT by both formal and informal methods such as word of mouth and networking and assisting in pre-selection training/information days.   + Undertaking assessments of prospective Foster Carers for recommendation for approval by The CFT’s Fostering Panel.   ***To support the continued development of Foster Carers by:***   * Facilitating and supporting post-approval training as required – formal and informal including the TSD standards.      * Ensuring that training is appropriate to the fostering task. * Promoting Foster Carer attendance at post-approval training, team meetings, and other events to help Foster Carers meet their contractual obligations. * Obtaining feedback on training and development to ensure training is beneficially applied to the performance of Foster Carers and the CFT. * Contributing to the development of training plans for Foster Carers.   ***Supporting and Supervising Foster Carers:***   * To develop and implement effective supervision plans for Foster Carers, ensuring these are implemented consistently by:   + Providing monthly supervisory visits to Foster Carers with children in placement in accordance with CFT policies and procedures   + Ensuring Foster Carers respond to the supervision process and benefit from the supervision provided.   + Undertaking additional support visits as necessary.   + Providing support and a link with The CFT to Foster Carers awaiting placements.   + Support Foster Carers at all professionals’ meetings involving our LAC.   + To participate in The CFT’s Out of Hours rota.   + To support Foster Carers in maintaining records as required by the CFT.   + To contribute to the review, development and performance of Foster Carers.   + To ensure that placements are made and sustained in accordance with a child’s Care Plan and The CFT’s policies and procedures. * To work with the children in placement to ensure that they are not open to abuse, they feel safe and their views are heard effectively, by such means as:   + Encouraging them to ‘participate’ in the service delivery of the CFT.   + Ensuring they are aware of the contents and intent of the Children’s Guide.   + Supporting them as necessary in relation to their care needs.   + Providing them with a copy of our current children’s guide and reading it through with them if appropriate.   + To support and assist in facilitating young people/children’s Forums as part of The CFT’s ongoing development in involving children in their service delivery. * To bring to the attention of the Registered Manager any Foster Carer who does not meet the performance criteria required and to work under the direction of the Registered Manager to develop and implement an action plan to improve the Carer’s performance * To bring to the attention of the Registered Manager or any other appropriate authority any matters either statutorily or professionally required or judged necessary e.g. whistle-blowing.   ***Safeguarding***   * Ensure each child has an accurate and up to date Care Plan 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. * 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 and maintained within policy timeframes. * Demonstrate a sound knowledge of Safeguarding procedures and attend safeguarding training as offered by the organisation. * Participate in negotiations between the agency 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 paperwork and procedures in relation to significant Incidents and Notifiable Events within company timescales. * Ensure the necessary Risk Assessments are completed in line with the Agency’s policies and procedures. * Ensure compliance with the Social Work England to retain job title and registration. * Attend social and consultation activities relating to the support of children, young people and foster carers. * In consultation with line manager, ensure that learning and professional development needs are met. * Ensure that all foster carers and adult household members have an up to date DBS/medical/health & safety home check. * Undertake regular visits to children and young people placed in our care in line with company policy.   ***Finding and Supporting Placements:***   * To promote the reputation and services of The CFT by:   + Representing The CFT in all direct contacts with Local Authority Social Services and any other relevant intermediaries to help ‘sell’ the CFT proposition.   + Contributing to the development of promotional and marketing material.   + Positively representing The CFT at local and national events and forums. * To obtain placements by:   + Developing and maintaining The CFT’s reputation in all dealings with third parties.   + Developing and maintaining contacts with placing local Authorities. * Before and when a placement is made:   + To participate in the process of ‘matching’ children with Foster Carers in accordance with the terms of the Foster Carers’ approval and with reference to any recommendations of the Fostering Panel.   + To obtain contractual paperwork and LAC documentation from placing Local Authorities in good time for necessary administration, Foster Carer preparation, support and supervision.   + To ensure that Head Office is in receipt of the documentation necessary to meet its functions.   + To work with Local Authority representatives to ensure they meet their obligations in regard to children in placement by promoting effective working relationships.   + To ensure effective and proper CFT representation at LAC Reviews and whenever a presence is needed.   + To provide a service which enables children and young people in placement to reach their full potential.   + To assist young people leaving care to be successful in their adult lives by developing support plans and links with local organisations as well as ensuring Local Authorities undertake their responsibilities where appropriate.   + To make young people aware of our Post 18 Support Service and encourage them to participate at an early stage.   ***Fostering Panel:***   * To assist in the provision of timely and complete Form F assessments, Reviews and other documentation required by the Panel. * To support prospective and approved Foster Carers attending Panel.   ***Working with other team members:***   * To support the work of The CFT by contributing as required to strategic and operational plans by:   + Working pro-actively and positively with all employees and retained third-parties.   + Feeding back competitive information such as placement activity and fees.   + Working to establish The CFT as a preferred and approved supplier of fostering services with Local Authorities.   + Pro-actively contributing solutions and innovations to resolve operational and strategic issues.   + Co-operating with all other parties to enable them to progress their own responsibilities and the work of the CFT. * To provide Head of Finance with timely and accurate information to permit:   + Proper invoicing for services.   + Accurate payments to Foster Carers. * To provide the Registered Manager with timely and accurate information to permit:   + Maintenance of records required by the CFT.   + Reporting on matters as required by the CFT. * Participating in professional supervision and development as and when required by the Registered Manager in line with our Supervision Contract. * To work within the overall Policies, Procedures and Guidance of the CFT, and its administrative and Management processes, and to contribute towards the development of these with the objective of constantly improving the efficiency and effectiveness of The CFTs’ work.   ***Field and Professional Infrastructure:***   * Maintain and develop current personal knowledge regarding the regulatory and good practice environment. * To ensure continued professional development by attending training courses as identified and in agreement with the Registered Manager. * To participate and contribute to any regulatory inspections carried out at the CFT. |
| **QUALIFICATION & EXPERIENCE:**   |  |  |  | | --- | --- | --- | |  | **Essential** | **Desirable** | | * Educated to Degree level or recognised social work qualification | **E** |  | | * Must be registered Social Worker with Social Work England | **E** |  | | * Full clean driving licence | **E** |  | | * Current Enhanced DBS check | **E** |  | | * A minimum of 2 years’ experience of working in a fostering environment |  | **D** | | * Proficient in Microsoft Office (Word, Excel and Outlook) | **E** |  | | * Knowledge of the Charms database would be advantageous |  | **D** | | * Comprehensive working knowledge of all relevant legislation, regulations, guidance and standards relating to children’s services generally and foster care in particular. | **E** |  | | * Excellent knowledge of safeguarding including best practice; experience in applying knowledge and research to ensure children remain safe in The CFT's care. | **E** |  | |