

## Job Description & Person Specification

<b>Job Title</b>	Supervising Social Worker
<b>Department</b>	Social Work
<b>Responsible to</b>	Registered Manager & Fostering Manager
<b>Responsible for (if applicable)</b>	n/a
<b>Main purpose of role</b>	To provide flexible social work support to Foster Carers so as to enable them to offer quality foster placements in line with fostering regulations and company policies and procedures.

### Key Accountabilities:

- Provide and record regular supervision to allocated foster carers and undertake such additional support visits/telephone contact with foster carers as required.
- 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, ensuring compliance with their Foster Carer Agreement.
- Responsible for supporting Foster Carers to evidence their competence against the TSD Standards and complete the workbook within CCB policy timescales and requirements.
- Ensure that Foster Carers attend their Annual Reviews within timescale and prepare and present the paperwork as required to Company policy and procedure. This should include their Personal Development Plan.
- Ensure that once approved, the Foster Carers Form F is updated as required together with their Profile picture.
- Attend meetings to support Foster Carers, children and young people as required.
- Support Foster Carers in preparing children and young people for the next chapter of their lives to include, independence, adoption or returning to family.
- Play an active and positive role in the recruitment of carers, understanding the importance of participating in such tasks.
- Undertake initial assessment visits to prospective fosters carers as required.
- Assist in the delivery of core training for CCB approved Foster Carers together with Skills to Foster training to prospective Foster Carers.
- Undertake at least one BAAF Form F Assessment within the first year of employment.
- Ensure each child has an accurate and up to date Care Plan & Placement Agreement on file.
- 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. This will also be monitored via the outcomes attained.
- Ensure that comprehensive case recordings are completed and maintained.

- Demonstrate a sound knowledge of child Safeguarding procedures.
- Participate in negotiation between CCB and Local Authorities to ensure that each child or young person placed is carefully matched with a Foster Carer capable of meeting their needs via the Company's Referral & Matching process.
- Undertake and complete the required tasks by following procedures in relation to Incidents and Notifiable Events.
- Ensure the necessary Risk Assessments are completed within the matching and referral process and then updated as required, within timescales as per CCB policy.
- Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping your Line Manager informed of work in progress and inform the Registered & Fostering Managers immediately of any child protection matter or serious complaint.
- Participate in the Out of Hours duty system.
- Ensure that all Foster Carers and appropriate members of their household have an up to date DBS and other appropriate checks in order to remain an approved Foster Carer.
- Maintain contact with children & young people in placement, in order to develop a positive, honest and supportive professional relationship, whilst also ensuring that they are aware that you are not their allocated social worker.

**Additional duties:**

- Contribute towards the growth and development of the business by implementing key areas identified in the business plan agreed through supervision.
- Take responsibility for administration in relation to the social work task to include file administration, producing typed communication and documentation as appropriate, reports and case recordings ensuring compliance with CCB policies and procedures in this area.
- Ensure that the approach to all duties undertaken on behalf of CCB are underpinned by its' Core Values and Vision.
- Reach and maintain a basic IT understanding that allows for effective use of the Company's IT infrastructure.
- Attend and report to Company team meetings.
- Support children, young people and foster carers by active involvement and attendance in significant company activities such as CCB's annual 'Big Weekend' & charity fundraisers.
- Attend personal training & development as identified and when required.
- As identified by your Line Manager, provide support and learning opportunities to others to include the supervision of Social Work Placement students.
- Attend & actively contribute within your supervision monthly sessions with your Line Manager.

- Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post as requested by your Line Manager.
- Maintain an awareness and observation of Fire & Health & Safety Regulations.

**Notes:**

- This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Company's Equal Opportunities Policy.
- Due to the nature of the work undertaken by CCB its tasks and responsibilities can be and are unpredictable. It is therefore, an expectation that all staff work in a flexible manner when the occasion arises and where a task not covered in the Job Description has to be undertaken.

Signed ..... Printed ..... Date .....  
(Job Holder)

## Person Specification for: Supervising Social Worker

Description	Criteria Importance
<b>Education/Qualifications</b>	
DipSW or equivalent	Essential
Proficient in the use of IT and electronic communications to include Microsoft Office.	Essential
<b>Regulatory</b>	
HCPC registered	Essential
<b>Experience &amp; Knowledge</b>	
Knowledge of issues relating to looked after children.	Essential
Knowledge and understanding of child development.	Essential
Knowledge of relevant legislation.	Essential
Previous experience of working with or on behalf of children.	Essential
A sound knowledge of Child Protection & Safeguarding procedures.	Essential
Knowledge of Fostering and working with Foster Carers.	Essential
3 years post qualifying experience.	Essential
Previously undertaken Form F Assessments.	Desirable
Previous experience of delivering & or devising training programmes.	Desirable
<b>Personal Attributes</b>	
Maintain confidentiality.	Essential
Value the requirement of providing a professional and high quality service to others.	Essential
Ability to communicate effectively and appropriately, in writing and orally with a variety of people from a variety of backgrounds.	Essential
A proven ability of effective report writing skills and able to offer examples.	Essential
Demonstrate effective communication skills both orally and in writing.	Essential
Ability to work with a degree of autonomy, whilst meeting deadlines and within Company policy and procedure.	Essential
Ability to be a positive role model for staff contributing to a positive working environment.	Essential
Willingness to undertake training to gain the required knowledge to carry out the position at its full potential (if required) or improve own skill base.	Essential
Ability to follow Company Policies and Procedures in order to fulfil this role.	Essential
Ability to work to Equal Opportunities throughout working practices.	Essential
Ability to work effectively with placing Local Authorities.	Essential
Willingness to contribute suggestions/ideas to improve overall efficiency and effectiveness of work procedures.	Desirable
Ability to work under pressure and effectively in ever changing circumstances.	Essential
Hold a flexible approach whilst being competent, consistent and approachable.	Essential
<b>Additional</b>	
Hold a full and current driving licence and have access to a suitable vehicle.	Essential
Ability to participate in out of hours duty system.	Essential