



## ACORN FORSTERING SERVICES LTD.

# JOB DESCRIPTION

<b>JOB TITLE:</b>	Supervising Social Worker
<b>HOURS OF WORK:</b>	37 hours Per Week
<b>SALARY SCALE:</b>	£25,999-£35,999 depending upon experience (per annum pro rata to the hours worked for working part-time)
<b>RESPONSIBLE TO:</b>	Fostering Manager
<b>ACCOUNTABLE TO:</b>	Directors

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### **JOB PURPOSE:**

The Supervising Social Worker manages fostering resources in an allocated area, recruiting, assessing, supervising, training and supporting foster carers in their placements.

This includes promoting the agency's values, qualities and standards to ensure a professional service for local authorities with the aim of achieving improved outcomes and experiences for children and young people placed with our foster carers, whilst working in the legislative and regulatory framework.

Working in accordance with current safeguarding and child protection practices, regulations, National Minimum Standards and guidance.

### **KEY ACCOUNTABILITIES/RESPONSIBILITIES:**

**Supervision and support of allocated foster carers and their placements ensuring compliance with the agency's values, standards and processes as well as statutory and regulatory requirements by:**

- Managing a caseload of 13-15 fostering families at any given time.
- Visiting and maintaining contact on an agreed basis in accordance with agency guidelines and policies, to support, supervise and guide the foster carer
- Working flexibly to ensure an appropriate level of support is offered and maintained this includes responding outside of normal hours if required as well as providing 'out of hours' duty cover on a scheduled basis
- Identifying and advising the line manager or senior manager of problems arising with carers and/or their placements ensuring appropriate and timely action may follow



- Reporting significant issues/and or complaints, incidents, allegations in accordance with Schedule 7 notifications to the line manager immediately
- Facilitating and participating in foster carers support groups
- Undertaking annual review of foster carers in a timely manner and presenting at Panel in accordance with the agency procedures and in conjunction with the management
- Carrying out tasks such as annual foster carer Health and Safety checks, unannounced visits, regular risk assessments etc in line with the agency's requirement and regulations.

**Recruitment and assessment of prospective carers in accordance with agency's policies and procedures with supervision by the appropriate Manager.**

This includes:

- Assisting with local recruitment activities, including participation in initiatives, as well as monitoring and evaluation of effectiveness of methods
- Undertaking preliminary visits, undertaking thorough and formal assessment using the BAAF Form F, presenting Form F to the fostering panel ensuring compliance with the agency's standards and processes as well as statutory and regulatory requirements.

**Actively promoting training and development of foster carers, colleagues and own personal needs by:**

- Supporting and identifying training and development needs of allocated foster carers, monitoring achievement and attendance at training sessions
- Completing Personal Development Plans
- Undertaking training for personal development both internally and externally
- Delivering training for foster carers on a group basis when appropriate
- Taking responsibility for own professional continuing development and participation in agency training initiatives
- Sharing knowledge with colleagues

**Maintaining timely and accurate records of information, making full use of the agency's recording and information systems ensuring:**

- Information is recorded promptly, accurately and appropriately
- Accurate checks and reports are prepared and presented as required in accordance with agreed timescales



- Full and appropriate use (and in compliance with agency policy) is made of the agency's network and IT equipment

**Promotes the agency externally ensuring that the agency policy to offer a professional, high quality fostering service to all its customers and users is recognised and achieved through:**

- Representing Acorn Fostering Services to local authorities and other relevant or associated organisations in accordance with the aims, values and mission of the organisation
- Establishing new links and contacts with local authorities and other associated organisations
- Contributing to development of new business in liaison with the Senior Management and the Acorn Fostering Services Business Plan.

**Works in liaison with the management to achieve improvements and enhance standards throughout Acorn Fostering Services through policy, application and relationships by:**

- Contributing to and facilitating consultation processes with carers
- Constantly monitoring and undertaking internal auditing Attends and participates in meetings and team events as required.

#### **Other**

- Participating in a weekly duty rota system to deal with crisis, placement procurement and undertaking any duty as required by management Participates in annual performance review programme.
- Participating in the agency's out of hours rota system.
- Works in accordance with the Acorn Fostering Services' policies and procedures.
- Undertakes such other duties as may be reasonably requested of a Supervising Social Worker by Acorn Fostering Services Management

#### **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

- The agency is committed to safeguarding children, young people and vulnerable adults within its care. As an employee you are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person or vulnerable adult. The agency will support you in this process by providing training,



support and advice. The agency has a safeguarding lead who can be contacted for guidance.

This job description is subject to changes as and when required in line with the requirements of the agency and/or legislation.

# PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>QUALIFICATION</b>	Dip SW, CQSW, CSS or equivalent Social Work Qualification.  Social Work England registration	<ul style="list-style-type: none"> <li>• Practice Teaching Award</li> <li>• Certificate in Counselling Skills</li> </ul>
<b>RELEVANT EXPERINCE</b>	<ul style="list-style-type: none"> <li>• Experience of undertaking an assessment of foster carers.</li> <li>• Experience of supervising foster carers</li> <li>• Experience of working to tight deadlines and meeting delivery standards</li> </ul>	<ul style="list-style-type: none"> <li>• 3 years post qualifying experience in family placement or child care settings</li> <li>• Experience of working in family placement.</li> <li>• Experience of supervising student placements.</li> <li>• Experience of using counselling skills in a Professional setting.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of Children Act 1989 &amp; 2004.</li> <li>• The Fostering Regulations 2011 and other relevant legislations.</li> <li>• Child protection issues and needs of children who require family placement.</li> <li>• National Minimum Standards in relation to Fostering.</li> </ul>	



