



## Acorn Fostering Services

### Job Description and Person Specification Support Worker

**Job Title:** Support Worker

**Managed by:** Deputy Manager /Placement Manager

**Responsible to:** Registered Manager – Fostering

**Location:** Required in the following regions:

- Midlands
- North of England

**Hours:** 20 per week

**Salary Scale:** £9189 per annum to £12973 per annum depending upon the experience for working 20 hours.

This is equivalent to £17000 to £24000 per annum for a full time role)

#### Job Purpose

The role of the Support Worker is to be proactively involved in the support of children and their foster carers through direct work with children placed, birth children and foster carers.

The post holder must work in partnership with agency Management and Supervising Social Workers and carry out duties assigned by these officers.

The role may involve working out of the usual office hours and include evening and weekend work.

#### Key Responsibilities:

(Support Worker can be engaged to carry out one or multiple tasks from the list below)

1. To engage with children / young people on a one to one / group basis in order to achieve positive outcomes, this may require evening and weekend work
2. To support children / young people in maintaining contact with birth families and siblings
3. To undertake specific pieces work with children / young people as commissioned by supervising social workers in order to achieve defined/required outcomes

4. To transport children/young people to meetings and other appointments when the carers are unable to do so.
5. To take lead role in activities such as consultation forums organised by the organisation
6. To provide a service which values and respects the differing cultures and ethnic backgrounds of families and children and to challenge discrimination.
7. To assist Supervising Social workers in various tasks such as carrying out health and safety checks of foster homes etc
8. To observe and implement as appropriate the Child Protection Procedures
9. To liaise with other agencies and professionals as appropriate.
10. To take a flexible and creative approach to work with young people.
- 11.13. Any other duties as may be required by the Manager/Supervising Social Worker.
12. To ensure any activity completed with a child or foster carer or contact with another agency is accurately recorded. In a timely manner.

### **General Duties**

13. To maintain a safe working environment and comply with all Health & Safety legislation.
14. To represent Acorn Fostering Services to external agencies in a professional and appropriate manner.
15. To comply with Acorn Fostering Services' policies and procedures at all times.
16. To undertake any other assignments as negotiated between the registered manager or Supervising Social Worker and independent Support Worker
17. To ensure that confidentiality and security is maintained when dealing with all information/materials. Ensuring that all data is treated in accordance with the requirements of Data protection legislation, Fostering Agency Regulations, the national minimum standards for Fostering and OFSTED Requirements.

### **1. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

The agency is committed to safeguarding children, young people and vulnerable adults within its care. As an Independent Support Worker 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.



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### Person Specification

### Support Worker

Attributes	Essential	Desirable
<b>Qualification</b>	<ul style="list-style-type: none"> <li>•GCSC or equivalent</li> </ul>	
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>•Experience of working with children and/or young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with looked after children</li> <li>• Experience of working with children presenting challenging behaviours</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of fostering and role of foster carers</li> <li>• Understanding of the circumstances of Looked After Children</li> <li>• Basic knowledge of the current child care legislation</li> </ul>	
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills</li> <li>• Innovation and creative ideas to engage young people</li> <li>• Ability to record information accurately and clearly</li> <li>• Ability to analyse and interpret information/situations objectively</li> <li>• Excellent inter personal skills</li> <li>• Ability to build rapport with children/young persons and adults</li> </ul>	

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**Person Specification**

**Support Worker**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<b>Skills and Abilities (continues...)</b>	<ul style="list-style-type: none"> <li>• Ability to explain information in a clear and concise manner</li> <li>• Good administrative skills</li> <li>• Good planning and organisation skills</li> <li>• Ability to use computers</li> <li>• Ability to prioritise work and meet deadlines</li> <li>• Ability to follow instructions</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to and knowledge of equal opportunity and anti discriminatory practice</li> <li>• Ability work outside normal office hours as required</li> <li>• A positive and flexible attitude to changes and developments</li> <li>• Current driving licence and use of car</li> </ul>	