

## JOB DESCRIPTION

Job title	Supervising Social Worker
Company	Cuffe and Lacey Fostering
Reports to	Registered Manager
Location	Remote working with travel across North West
Hours	35 hours per week

### Job Purpose

We are looking for a fully qualified or AYSE social worker to join our growing team. The role will involve undertaking fostering assessments and supervising approved foster carers.

### Principal Accountabilities

#### Supervising and Supporting Foster Carers

- Complete assessments of potential foster carers following regulations and guidance, including presenting to Panel
- Provide regular supervision to an allocated caseload of foster carers as well as additional support visits/telephone contact where needed, including visiting the children and young people in their care
- Assess and monitor the continued suitability and competence of foster carers
- Attend meetings to support foster carers, children and young people (all professional meetings relevant to any above parties)
- Provide Out of Hours on call support on a rota basis
- Ensure that carers fully understand their role and the fostering tasks required
- Ensure carers are aware of complaints and representation procedures
- Provide written evidence and present Annual Review Reports to Panel
- Ensure all carers have Personal Development Plans and that they complete mandatory training with set timescales
- Support foster carers in achieving and working within children's care plans including moving on into independence
- Ensure foster carers know about wider support available e.g. Fostering Network

#### Safeguarding

- Demonstrate sound knowledge of safeguarding procedures and complete required safeguarding training
- Work with local authorities to carefully match children and young people to appropriate foster carers
- Work with relevant authorities to ensure each child has accurate and up to date documents on file and available for carers to reference
- Ensure that comprehensive case recordings are completed and maintained within required timescales

<ul style="list-style-type: none"> <li>• Complete paperwork and follow procedures in relation to significant Incidents and Notifiable Events</li> <li>• Ensure the necessary Risk Assessments are completed in line with Cuffe and Lacey policies and procedures</li> <li>• Undertake regular visits to children and young people placed in our care in line with organisations set timescales</li> <li>• Ensure compliance with safeguarding procedures throughout all work</li> <li>• Ensure Registered Manager is informed of work in progress and informed immediately of any child protection matter or serious complaint</li> </ul>
<b>Administration</b>
<ul style="list-style-type: none"> <li>• Take overall responsibility for allocated foster carers and children's electronic files; ensure relevant and accurate information is recorded in a timely manner</li> <li>• Take responsibility for administration in relation to the social work task to including up to date calendar, electronic file administration, typing of all communication, reports and case recordings</li> <li>• Communicate regularly with the Registered Manager and Business Services Manager to ensure all files are up to date, including fostering assessments and reviews</li> <li>• Liaise with the Business Services Manager and Health and Safety Officer to ensure that all foster carers and adult household members have an up to date DBS/medical/health &amp; safety home check</li> <li>• Work within the provisions of Data Protections Act (2018), observing strict confidentiality in relation to all aspects of work undertaken.</li> </ul>
<b>Training, Personal Development and Compliance Responsibilities</b>
<ul style="list-style-type: none"> <li>• Ensure compliance with Social Work England to retain job title and registration</li> <li>• Undertake training on the organisations electronic recording system</li> <li>• Work with the Registered Manager to ensure that learning and professional development needs are met</li> </ul>
<b>Representing the organisation</b>
<ul style="list-style-type: none"> <li>• Attend social and consultation activities relating to the support of children, young people and foster carers eg. support groups</li> <li>• Be an effective advocate for Cuffe and Lacey, promoting the organisations visions and values</li> <li>• Being proactive in the recruitment of foster carers, and providing accurate information to those who may be interested in becoming a foster carer</li> </ul>
<b>Other Duties</b>
<ul style="list-style-type: none"> <li>• Ensure compliance with all policies within the employee handbook.</li> <li>• Travel across the North West is expected as part of this role</li> <li>• The nature of fostering services means that tasks and responsibilities are sometimes unpredictable. Staff are therefore expected to work flexibly when the occasion arises.</li> </ul>

## PERSON SPECIFICATION

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The following criteria are appropriate for this post. You must meet the essential criteria to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

<b>Education, Qualifications &amp; Training</b>
Essential:
<ul style="list-style-type: none"> <li>Degree in Social Work</li> <li>Social Work England Registration</li> </ul>
Desirable:
<ul style="list-style-type: none"> <li>Any therapeutic intervention training – please provide details</li> </ul>

<b>Knowledge &amp; Experience</b>
Essential:
<ul style="list-style-type: none"> <li>Direct experience of working with children and families.</li> <li>Direct experience of completing assessments with families.</li> <li>Knowledge of child development and its influence on parent/child relationship in every stage of child's development.</li> <li>Understanding of child protection policies and procedures and the importance of safeguarding children, young people and vulnerable adults.</li> <li>Experience of setting appropriate professional boundaries with families.</li> <li>Knowledge and direct experience of developing and maintaining effective relationships with children and adults.</li> <li>Practical knowledge and experience of working with vulnerable families and being aware of any issues a practitioner may face while working with vulnerable families.</li> <li>Understanding of child protection and safeguarding policies and procedures.</li> </ul>
Desirable:
<ul style="list-style-type: none"> <li>Direct experience of working in a fostering team</li> <li>Direct experience working on fostering assessments</li> <li>Direct experience of working in partnership with schools.</li> <li>Demonstrable experience of sharing information to improve outcomes.</li> </ul>

<b>Skills &amp; Attributes</b>
Essential:

- Able to work flexibly to meet demands of the service including some evening and weekend working, if required.
- Able to work flexibly in responding to the needs of families as they emerge.
- Able to communicate effectively and concisely and with a range of different individuals and groups
- Ability to effectively plan and prioritise work load associated with case work.
- Ability to travel throughout North West England.
- Confidence and ability to work alone and prepared to work with families in their own homes.
- Committed to improving the outcomes for families and children.
- Create, maintain and develop relationships with families and professionals and to maintain professional boundaries.
- Able to keep excellent records of work.
- Able to use IT systems.
- Committed to improving outcomes for children and their families.
- Committed to anti-oppressive and anti-discriminatory practice.
- Effective verbal and written communication skills.

Desirable:

- Bi-Lingual Speaker