

**Job Specification – Supervising Social Worker**

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| Job Title:  Responsible to:  Responsible for: | Supervising Social Worker  Deputy Head of Service  Foster Carers |

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| Main purpose of the post: | To support the Agency in the recruitment, training, assessment, support and supervision of a range of foster carers ensuring high quality placements are available for looked after children. |

**Main Duties:**

1. To always work within the policies, procedures and practices of the agency.
2. To supervise and support a number of approved Foster Carers in line with the Agency’s support strategy, through regular visits, telephone calls, attendance at Children’s Reviews, planning meetings and liaise with the Local Authority.
3. To deliver the Agency’s Support Strategy to take responsibility for ensuring children are in safe, caring placements that offer protection and ensure best outcomes for the Children/Young People placed.
4. To have an excellent understanding of the fostering task and work within the Fostering Services national minimum standards and Fostering Regulations.
5. Assist in the identification of suitable placements in consultation with the Placing Authority, Child and Foster Carers. Support placements of C/YP with very high care needs, challenging and/or life limiting conditions where there is a risk of sudden death in placement.
6. Implement individual placement agreements and represent the Agency at meeting that include Planning meetings, LAC reviews, Strategy Meetings and any other meetings relating to the Children and Young People placed. Ensure that the Child’s Care Plan is carried out in accordance with the requirements of the placing authority and in consultation with the child’s Social Worker, Foster Carers and Parents as necessary.
7. Contribute to Foster Carer Annual Reviews. Participate in the Recruitment of Foster Carers through attendance at Marketing and Recruitment events, which often take place on evening and weekends.
8. To produce comprehensive professional assessments of prospective Foster Carers. To assist in recruitment of the Foster Carers and assist with initial visits.
9. To be proactive in the development of new business initiatives in TLC and to support the growth of the service as and when requested to do so.
10. To undertake on call duty on a rota basis and if appropriate offer management cover.
11. To make and maintain accurate and up to date records and reports in line with Agency Policy, utilising the Agency’s computer based systems.
12. Participate in Supervision, Agency Team Meetings and Support Team Meetings. In addition to this participate in Probationary Reviews, Annual Staff Appraisal/Professional Development Review processes.
13. To contribute to the Foster Carers initial training ‘Skills to Foster’ and running of Foster Carer Support Groups.
14. To contribute and attend TLC Social Events for Children & Young People and Foster Carers, which can include evenings and weekends.
15. To be available to sit as a Panel member or act as Second Reader for the Agency’s Fostering Panel when requested.
16. Undertake any other duties that may be appropriate, dependent upon the post holder’s area of expertise, knowledge and skills.

**General**

1. To maintain confidentiality at all times
2. To contribute to the maintenance of a culture in the Agency within which teamwork thrives. To be able to recognise the effects stress of self and others and make appropriate use of support systems.
3. To contribute towards the Quality focussed ethos of the Agency driven by continuous improvement in all aspects of the Agency’s company’s operations.
4. To ensure that your own behaviour and actions at work are in accordance with the Agency’s Equal Opportunities policy to challenge attitudes and practices that are discriminatory.
5. To undertake personal training where needs have been identified and demonstrate the willingness to acquire new skills. Showing a commitment towards your own personal development and utilise all training opportunities to enhance your skills and experience.
6. To adhere to the Health and Safety policy of the organisation, reporting any concerns.
7. To undertake other duties appropriate to the post as agreed with the Registered Manager.

**N.B.** This job description is produced to assist the post holder in identifying his/her main duties. It may include other tasks which from time to time may be allocated after consultation with the post holder and with regard to the level of responsibility appropriate to the position.

**Education/Qualifications:**

1. Relevant Social Work Degree/Dip SW/CQSW.
2. Registration as a Social Worker with Social Care Wales.
3. Full driving licence.
4. Enhanced DBS is a requirement of the post.

**Experience/Essential:**

1. Ability to work as part of a team and own initiative.
2. Understanding of the Fostering task.
3. Experience of Statutory Childcare and Disability.
4. Supporting Foster Carers and their families.
5. Participation in on call service.
6. Understanding of the need to work with and on behalf of Children, respecting and maintaining their individuality and promoting their positive development.

**Desirable:**

1. Experience of undertaking Form F assessments.
2. Experience of running Carer Support Groups.
3. Experience of delivering Training groups.
4. Experience of marketing and Recruitment.
5. Ability to speak Welsh.