**Fostering Support Worker Job Description**

**Job Title:** Fostering Support Worker

**Supervised by/ Responsible to**: Recruitment and Family Finding Manager

**Office Location:** Festival Park, Stoke-on-Trent.

**Rate of pay:** £12.00 per hour P/T 15-20 hours per week flexibly that will include evenings and weekends to meet the needs of the business. Plus mileage allowance for use of own car.

**Job Purpose** The role of the Fostering 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. As a result this person will be the lead on events and participation for foster carers and children and will also be involved in gaining children’s views using their skills of engagement and/or the MOMO app. The post holder must work in partnership with Park Supervising Social Workers, within the child’s care plan and network to provide additional services for the child including supporting carers and young people preparing for independence. This may include family time, social, education or health services for a particular child. The role will involve working out of the usual office hours and include evening and weekend work. The Support Worker will be supervised by a Park Foster Care’s Practice Manager.

**Key Responsibilities:** The Fostering Support Worker focus is primarily to promote and support placement stability. This will involve being engaged in one or multiple tasks from the list below

1. Ability to engage well with a range of children/young people on a one to one/group basis in order to achieve positive outcomes e.g. Keep Safe work, support with developing Independence skills.
2. Ability to support children/young people in maintaining their relationships with birth families and siblings. This many involve supervising family time.
3. To undertake specific pieces work with foster families/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 or care for children for short periods when the carers need to attend an appointment/family funeral etc.
5. To take the lead responsibility on consultation/activities/clubs etc. organised by Park including leading the Events Committee.
6. To take the lead responsibility on putting together the Park Newsletter working with other staff to compile this.
7. To provide a service which values and respects the differing cultures and ethnic backgrounds of families and children and to challenge discrimination.
8. To undertake work with birth children through the fostering assessment process.
9. To liaise with other agencies and professionals as appropriate.
10. To take a flexible and creative approach to work with young people.
11. Any other duties as may be required by the Practice Manager.
12. To ensure any activity completed with a child or foster carer or contact with another agency is accurately recorded and in a timely manner.
13. To attend training and/or supervision as determined necessary by the Practice Manager or Head of Service/Registered Manager.
14. Maintain an awareness and observation of health and safety.
15. Work at all times adhering to Safeguarding procedures reporting any disclosures or concerns immediately to the Practice Manager or other senior manager in the Agency.
16. Have an interest and understanding/willingness to learn more about, Therapeutic parenting methods.

**General Duties**

1. To maintain a safe working environment and comply with all Health & Safety legislation.
2. To represent Park Foster Care services to external agencies in a professional and appropriate manner.
3. To complete a report of each activity undertaken with a child or young person using a template supplied by Park Foster Carer and submit this within 5 working days. Where incidents occur out of the norm for that child, and/or of a safety or safeguarding nature, this must be reported when it is reasonable safe to do so and a Park Incident Form completed with 24 hours. This applies during the day and out of hours.
4. To comply with Park Foster Care’s policies and procedures at all times.
5. To undertake any other assignments as negotiated between the Practice Manager/Head of Service/Registered Manager.
6. 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.
7. To ensure photo ID provided by Park Foster Care is carried for the purposes of identity to foster carers, looked-after children and young people, staff of Park Foster Care and, as appropriate, other agencies e.g. local authorities, schools, etc.

**Travel:** Mileage incurred as part of the job will be paid upon submission of expense claim. You are expected to use your own car for transport and 30p per mile (journeys are logged from and to your home). The post holder is required to have a vehicle for work purposes which is adequately insured and which includes business use.

**Expenses:** will be agreed in advance and reimbursed on production of an invoice with accompanying receipts for any purchased items e.g. meals, snacks, entrance fees.

This role will be office based apart from where visits to children/transporting children, activities and groups are required which take place away from the office.