### **JOB DESCRIPTION**

**Job Title:** Fostering Assessment Manager **Reporting To:** Head of Service/ Practice Manager

**Location: South London office / Hybrid Salary Range: £45-47k**

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**Role Purpose:**

The aim of this post is to manage the assessment process of potential Foster Carers and to work with the assessment team to continually develop and improve the quality and efficiency of the Foster Carer recruitment process.

**Responsibilities**

* Manage the social work assessors, both independent SW and internal SW staff in delivering the assessment to deadline, through phone, email, face to face and web forum
* Decision making regarding each assessment and effective communication with families
* To quality assure each assessment for social work content as well as all statutory checks and references
* Manage the timing of assessments in line with panel availability to ensure efficiency, liaising effectively with the Panel Manager and Panel Chair as required
* Manage the IT systems required for the efficient running of the process, including the CHARMS database
* Oversee delivery of each family file coming into the organisation
* Provide reports / statistics to the Operations Manager and Management on families in assessment, as required
* Chair regular meetings within the team regarding families in assessment
* Liaise with panel to gather feedback on assessments to improve quality
* Oversee working relationships with the medical officer – contracting and day to day issues
* Produce clear and concise assessor guidelines
* To recruit suitably qualified assessors
* Contract with third party organisations for the utilisation of assessors where appropriate
* Provide an assessor training programme, either individually or in groups to provide clarity over FSG ethos
* Provide guidance to the organisation on developments in assessments within the UK and any relevant changes in legislation

**General Responsibilities**

* To lead by example and uphold and embody our values and principles at all times, ensuring the protection of children is paramount.
* To contribute to organisational development initiatives and support delivery of best practice.
* To work in accordance with Caretech FSG policies and procedures.
* To contribute to the culture of Caretech FSG.
* To adhere to responsibilities under data protection, health and safety legislation and policies.
* To demonstrate a positive commitment to equalities and diversity.
* To undertake such other duties as may be reasonably expected or commensurate with your role.

**Working Relationships**

* Reporting to the Head of Service or Practice Manager
* Direct line management of Assessment Administrators as required
* Liaison with a range of staff, including Panel Manager, Panel Chair, recruitment and assessment team, external assessors, medical officer, referrals manager and others

**Person Specification**

* Previous experience of completing Form F Assessments
* Social Work Qualification
* Good communicator with ability to form strong relationships internally and externally
* Highly organised with a keen eye for detail
* Flexibility to travel to deliver training courses or attend meetings in different regions
* Ability to oversee other staff
* Highly literate
* Able to prioritise
* Committed to personal and professional development
* Previous experience of managing people to deliver form F assessments (desirable)
* Previous fostering experience

*S*afeguarding Children is central to all that FSG does. The **Fostering Assessment Manager** role means that the **Fostering Assessment Manager** is in a prime position to notice any actual or potential safeguarding concerns and must follow the FSG reporting procedure if they have any cause to be worried about a child’s well-being. The **Fostering Assessment Manager** will be required to undertake mandatory online and taught safeguarding training within their induction period.