

<b>Post title:</b>	Fostering Social Worker
<b>Grade:</b>	JK
<b>Responsible to:</b>	Fostering Team Manager
<b>Staff managed:</b>	None
<b>Directorate:</b>	Children and Young People's Service
<b>Service:</b>	Children and Families
<b>Job family:</b>	<b>C&amp;S - Care &amp; Support</b>
<b>Date of issue:</b>	August 2023

### Job context

#### Fostering Social Worker

- Children and Families provide services which follow from specific legislation, including the Children Act 1989, Children Act 2004, Fostering Regulations 2011 and National Minimum Standards as well as other Government guidance and policy.
- We are committed to providing good quality services to support children young people, their families, and foster carers. Enhanced DBS check required. This role involves spoken communications, so a confident use of English language is required.
- Enhanced DBS check required.
- This role involves spoken communications, so a confident use of English language is required.

### Job Purpose

Hold and supervise a caseload of foster carers and assessments as allocated by the Team Manager. The post holder will do this by undertaking initial assessments, connected persons assessments, form assessments, support, supervise, review, and monitor foster carers and household ensuring they are compliant with the Fostering Regulations 2011 and National Minimum Standards. They will actively recruit, and train foster carers meet the needs of children requiring care.

### Operational Management:

- Manage and prioritise cases as allocated by the line manager
- To supervise and support foster carers in line with standards
- To undertake duty requirements as part of a rota
- To take fostering enquires from the public and assess initial suitability to proceed
- To participate in the recruitment process of foster carers
- Family finding for children needing foster placements
- To ensure statutory duties are maintained in line with national minimum standards e.g., foster reviews, unannounced visits, supervision, foster carer agreements etc
- Undertake assessment on applications for fostering
- Present information at foster panel
- Ensure carers receive appropriate support during an allegation against foster carers
- Participate in the allocation of cases with and to accept cases allocated by the Team Manager commensurate with your level of experience.
- Liaise with other agency professionals as necessary to fulfil the Directorates statutory duties and achieve best outcomes for children.

	<ul style="list-style-type: none"> <li>• Participate in supervision and appraisal of performance</li> <li>• Review and supervise fostering arrangements.</li> <li>• Maintain and update case notes and other records, write reports as required; if required, give evidence in court in relation to care or other proceedings.</li> </ul>
<b>Resource management:</b>	<ul style="list-style-type: none"> <li>• Coach and mentor newly qualified staff joining the unit.</li> <li>• Support and co-work less experienced staff on case work.</li> <li>• To supervise and support foster carers in line with National Minimum standards</li> <li>• To deliver pre-approval training, information events, support groups required for the service</li> <li>• To develop foster carers skills and knowledge to enable them to meet the needs of children through a personal development plan</li> <li>• To assist foster carers to complete CWDC training skills and development (TSD)</li> </ul>
<b>Effective communication and engagement with children, young people and their families and carers:</b>	<ul style="list-style-type: none"> <li>• Liaise with staff of the Directorate and other agencies to effect decisions reached on services for children requiring placements with foster carers, and to participate in all necessary placement or review panels to ensure that service provision continues to be appropriate to client's needs and wishes.</li> <li>• Promote children, young people and foster carer's participation in decision making.</li> <li>• Ensure all work with children and foster carers remains focused and meets the need of children</li> <li>• Use high level communication skills such as listening, building empathy, consultation, and negotiation</li> <li>• Undertake preventative work with foster carers in order to reduce the need for placement moves in order to reduce the need for prolonged care or accommodation:</li> <li>• Work with children and young people, families, carers, and communities to help them make informed choices and decisions, enabling them to clarify and express their needs and contribute to service planning.</li> <li>• Develop and maintain effective relationships with children and young people, their families, and carers: provide advice and support: help resolve conflict, where appropriate.</li> </ul>
<b>Child and young person development:</b>	<ul style="list-style-type: none"> <li>• Work with individuals or groups of foster carers in line with the key task of developing individual potential independence and dignity.</li> <li>• Understand and support the role and value of foster carers as partners in supporting children to achieve positive outcomes</li> <li>• Ensure all work interventions serve to improve the outcomes for children</li> <li>• Make key decisions in terms of case management based on observation and professional judgement: understanding their context in relation to behaviour, listen actively and respond to concerns</li> <li>• Evaluate the situation and record in an appropriate manner</li> </ul>
<b>Supporting transitions:</b>	<ul style="list-style-type: none"> <li>• To understand your own role and its limits, and the importance of providing care or support</li> <li>• Identify transitions</li> <li>• Provide support and intervene</li> <li>• Support carers to understand a child or young person's situation and needs through periods or experiences of transitions</li> </ul>
<b>Partnership/corporate working:</b>	<ul style="list-style-type: none"> <li>• Take necessary statutory or other action in relation to the liberty or safety of clients, including emergency situations, and liaison with other agencies as necessary in such cases.</li> <li>• Plan and facilitate placements for children and young people with foster carers</li> <li>• Liaise with colleagues in own and other departments and external agencies in order to gather information relevant to assessment and care planning activities: organise and chair case conferences as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Have a commitment to shared values and the common purpose of developing a culture of interagency working, including statutory bodies, third and private sector organisations</li> <li>• Ensure that strategic visions are translated into local plans in collaboration with professionals, partners, and service users</li> </ul>
<b>Strategic management</b>	<ul style="list-style-type: none"> <li>• To contribute to the planning and development of the Directorates services in response to statutory developments and clients wishes</li> <li>• Assist in the preparation of fostering OFSTED inspection</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To ensure foster carers are clear about what is expected of them; are kept informed about their performance and enabled to develop the necessary skills and knowledge through supervision, review, and developmental opportunities</li> <li>• Ensure foster carers are aware of their financial responsibilities</li> <li>• Ensure foster carers hold appropriate record on the children they care for</li> <li>• Comply with Data Protection Legislation and the Access Request to Files Policy</li> <li>• Ability to demonstrate good recording skills with the available technology in accordance with the relevant post description.</li> </ul>
<b>Systems and information:</b>	<ul style="list-style-type: none"> <li>• Understand the importance of sharing information, how it can help and the dangers of not doing so</li> <li>• Ensure adherence to policies and procedures around record keeping and utilisation of computerised case management systems</li> <li>• Encourage children and young people to share information</li> <li>• Maintain files and appropriate and timely case recording in line with Directorate procedures, including computerised systems</li> <li>• Adhere to professional and organisational procedures on confidentiality and maintaining appropriate boundaries with service users and their families.</li> </ul>
<b>Safeguarding:</b>	<ul style="list-style-type: none"> <li>• Complete connective person assessments on families to promote and safeguard children</li> <li>• Ensure assessment work is compliant with National Minimum Standards</li> <li>• Provide support and advice to carers and encourage the development and maintenance of appropriate support networks and services within individual homes or in the community</li> <li>• Take necessary statutory or other action in relation to the safety of children, including emergency situations, and liaison with other agencies as necessary in such cases.</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li> <li>• Investigate complaints of alleged neglect, abuse, or ill-treatment of children, in accordance with relevant legislative requirements and child protection procedures; undertake assessments of risk and need; where appropriate, arrange accommodation for children, young people.</li> <li>• To ensure foster carers provide a safe and caring environment, complying with Health and Safety requirements and Safe caring agreements</li> </ul>

### Person Specification:

Essential	Desirable
<b>Knowledge</b> <b>Grade J</b> <ul style="list-style-type: none"> <li>• Knowledge of current philosophy in childcare</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

- Knowledge of the principles of the Children Act 1989, the Children Act 2004 and Every Child Matters agenda
- Knowledge of Fostering regulations 2011 and National Minimum Standards
- Knowledge of current research and practice trends in fostering

#### **Grade K**

In addition to the skills and knowledge detailed above at Grade J

- Knowledge of the judicial processes

#### **Experience**

##### **Grade J**

- Some background experience in a social care or similar setting
- Work placement in a childcare setting (degree course) or equivalent

##### **Grade K**

- The eligibility criterion for progression beyond Grade J will be as above for Grade J plus 2 years relevant post-qualification experience in accordance with designated performance standards.
- Instances may occur where the post-qualification experience is not in a post specifically designated as Social Worker. In such cases the appropriate Service Manager must be satisfied as to the quality and relevance of that experience

#### **Occupational Skills**

##### **Grade J**

- Ability to communicate with children and young people if all levels of ability
- Undertake negotiation with families
- Ability to assess family circumstances and need
- Multi-disciplinary working intervention with Families
- Presentation skills (written and oral)
- Advocacy
- Care Planning and implementation
- Ability to engage with service users
- Team working
- Effective written and verbal communication skills including report writing
- The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.
- IT skills to include competency in word processing, manipulating spreadsheets, accessing information from databases and electronic communication.
- Time management skills
- Ability to engage with service users

##### **Grade K**

In addition to the skills detailed above at Grade J

- Undertake negotiation with families and in the partnership arena
- Self-management skills and ability to use initiative
- Care Planning and implementation and review
- Ability to engage with service users involving them in planning and decision making
- Ability to identify risk and initiate child protection intervention

#### **For all grades**

- Training skills
- Group work skill
- Mentoring skills

<ul style="list-style-type: none"> <li>• Ability to write assessment reports and service plans to a high professional standard</li> <li>• Ability to organize and prioritise workloads to meet required timescales</li> </ul>	
<p><b>Behaviours</b></p> <p><a href="#">link</a></p>	
<p><b>Professional Qualifications</b></p> <p><b>Grade J</b></p> <ul style="list-style-type: none"> <li>• Fully qualified, accredited social work professional status (CQSW, DipSW, CSS, PQCCA)</li> <li>• Current registration with Health and Care Professions Council</li> </ul> <p><b>Grade K</b></p> <ul style="list-style-type: none"> <li>• Fully qualified, accredited social work professional status (CQSW, DipSW, CSS, PQCCA)</li> <li>• Current registration with Health and Care Professions Council</li> </ul> <p>Level 3 Assessment /PQ1</p>	
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Availability to work as necessary outside normal office hours when necessary and by agreement</li> <li>• Ability to meet the travel needs of the post across the geographical area</li> </ul>	•

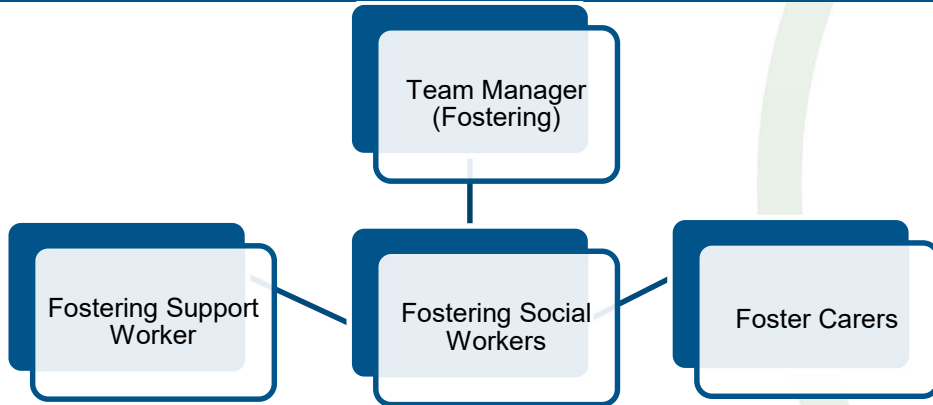
### Career progression:

- At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g., apprenticeships and work shadowing/coaching.
- As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities.

### Career progression – Fostering Social Worker

- There is a bar at the top of Grade J. Progression beyond the bar to Grade K is dependent on successful completion of the Service's progression process.
- Newly Qualified Social Workers (Grade J)
- Year 1 newly qualified workers will be appointed to the bottom of Grade J and will undergo their Assisted/Supported Year in Employment (ASYE) with reduced caseloads and enhanced supervision.
- Year 2 onwards will build on year 1 and staff will work towards the Consolidation Module and/or the Early Professional Development Portfolio. With their managers support they will complete a competency-based assessment to achieve Level 1 status and proceed to Grade K.
- Grade K Social Workers
- Social Workers at Grade K undertake the same role but will work with the most complex and high-risk cases, which will include children and families on the child protection register, care proceedings (including assessment work, report writing, giving evidence in court, and providing professional opinion) and working with children and young people in care. The complexity and risks are likely be contributed to by difficult contexts such as hostility to Social Care involvement, domestic violence, alcohol abuse or substance misuse, mental health difficulties, criminal behaviour etc. Such cases will involve the Social Worker operating at a more advanced level and will require them to draw on more developed skills.

## Structure



NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.