

Job profile

Service and job specific context statement

Directorate:	Children and Young People's Service
Service:	Children and Families
Post title:	Fostering Social Worker
Grade:	J-K
Responsible to:	Fostering Team Manager
Staff managed:	None
Date of issue:	May 2011
Job family:	C&S - Care & Support

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.

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.

Job context – Mockingbird Model Liaison 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.

Job profile

The postholder will need to be organised, efficient, and communicative in order to fulfil the role as Liaison Social Worker to co-ordinate between the Fostering Network, NY Fostering Service and North Yorkshire Foster Carers. The postholder will facilitate collaboration between the key partners and work under the direction of the project group and the project lead. They will have the responsibility to create and develop a unique connection between the services. They will need to work within and establish the key principles and processes of the Mockingbird project, ensuring fidelity is maintained throughout. They will need to organise the recruitment of a Hub foster carer, who is able to meet the requirements of the constellation and support the on-going development, training and delivery of the scheme.

Enhanced DBS check required. This role involves spoken communications so a confident use of English language is required.

Job specifics – Mockingbird Model Liaison Social Worker

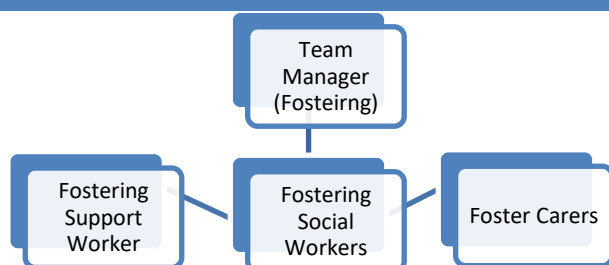
The career progression criteria above does not apply to the Mockingbird Model Liaison Social Worker as this will be a standalone post (0.5fte) and will therefore be operating at and appointed on the higher pay grade.

The postholder will:

- Have a good understanding of Mockingbird projects.
- Work under the direction of the project group and project lead to establish and implement an action plan.
- Work within established timescales.
- Recruit, train, support and supervise a Hub foster carer to deliver this model.
- Establish and implement the key principles and practices of the model.
- Communicate and deliver presentations to key partners.
- Establish and recruit foster carers for the constellation.
- Develop working agreements between the Hub carers and the foster carers in the constellation.
- Develop and attend support groups, training and feedback sessions.
- Produce updates, reports and statistical information when required.

The project will be split into 2 phases. Phase 1 will concentrate on creating the infrastructure of the project and administrative role including developing the policies, protocols, guidance implementation and recruiting a Hub foster carer. Phase 2 will concentrate on supervising the Hub home carer along with supporting and developing the constellation.

Structure



Job profile

Job Description

Job purpose	<p>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.</p>
Operational issues	<ul style="list-style-type: none"> • 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. • Participate in supervision and appraisal of performance • Review and supervise fostering arrangements. • 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.
Effective communication and engagement with children, young people and their families and carers	<ul style="list-style-type: none"> • 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. • Promote children, young people and foster carer's participation in decision making. • Ensure all work with children and foster carers remains focused and meets the need of children • Use high level communication skills such as listening, building empathy, consultation and negotiation • 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: • 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. • Develop and maintain effective relationships with children and young people, their families and carers: provide advice and support: help resolve conflict, where appropriate.

Job profile

Child and young person development	<ul style="list-style-type: none"> • Work with individuals or groups of foster carers in line with the key task of developing individual potential independence and dignity. • Understand and support the role and value of foster carers as partners in supporting children to achieve positive outcomes • Ensure all work interventions serve to improve the outcomes for children • 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 • Evaluate the situation and record in an appropriate manner
Supporting transitions	<ul style="list-style-type: none"> • To understand your own role and its limits, and the importance of providing care or support • Identify transitions • Provide support and intervene • Support carers to understand a child or young person's situation and needs through periods or experiences of transitions
Communications	<ul style="list-style-type: none"> • 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 • Ensure foster carers are aware of their financial responsibilities • Ensure foster carers hold appropriate record on the children they care for • Comply with Data Protection Legislation and the Access Request to Files Policy • Ability to demonstrate good recording skills with the available technology in accordance with the relevant post description.
Partnership / corporate working	<ul style="list-style-type: none"> • 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. • Plan and facilitate placements for children and young people with foster carers • 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. • 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 • Ensure that strategic visions are translated into local plans in collaboration with professionals, partners and service users
Resource management	<ul style="list-style-type: none"> • Coach and mentor newly qualified staff joining the unit. • Support and co-work less experienced staff on case work. • To supervise and support foster carers in line with National Minimum standards • To deliver pre-approval training, information events, support groups required for the service • To develop foster carers skills and knowledge to enable them to meet the needs of children through a personal development plan • To assist foster carers to complete CWDC training skills and development (TSD)
Systems and information	<ul style="list-style-type: none"> • Understand the importance of sharing information, how it can help and the dangers of not doing so • Ensure adherence to policies and procedures around record keeping and utilisation of computerised case management systems • Encourage children and young people to share information • Maintain files and appropriate and timely case recording in line with Directorate procedures, including computerised systems

Job profile

	<ul style="list-style-type: none"> Adhere to professional and organisational procedures on confidentiality and maintaining appropriate boundaries with service users and their families.
Strategic management	<ul style="list-style-type: none"> To contribute to the planning and development of the Directorates services in response to statutory developments and clients wishes Assist in the preparation of fostering OFSTED inspection
Safeguarding	<ul style="list-style-type: none"> Complete connective person assessments on families to promote and safeguard children Ensure assessment work is compliant with National Minimum Standards 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 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. Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. 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. To ensure Foster carers provide a safe and caring environment, complying with Health and Safety requirements and Safe caring agreements

Person Specification

Essential upon appointment	Desirable on appointment
Knowledge Grade J <ul style="list-style-type: none"> Knowledge of current philosophy in child care Knowledge of the principles of the Children Act 1989, the Children Act 2004 and the 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 <ul style="list-style-type: none"> Knowledge of the judicial processes 	
Experience Grade J <ul style="list-style-type: none"> Some background experience in a social care or similar setting Work placement in a child care setting (degree course) or equivalent Grade K <ul style="list-style-type: none"> 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 	

Job profile

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

- Ability to write assessment reports and service plans to a high professional standard
- Ability to organize and prioritise workloads to meet required timescales

Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role

Grade J

- Fully qualified, accredited social work professional status (CQSW, DipSW, CSS, PQCCA)
- Current registration with Health and Care Professions Council

Grade K

- Fully qualified, accredited social work professional status (CQSW, DipSW, CSS, PQCCA)
- Current registration with Health and Care Professions Council
- Level 3 Assessment /PQ1

Other Requirements

- Training skills
- Group work skill
- Mentoring skills

Job profile

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| <ul style="list-style-type: none">• Availability to work as necessary outside normal office hours when necessary and by agreement• Ability to meet the travel needs of the post across the geographical area | |
| Behaviours | Link |

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.