



- 1.1 **POST TITLE:** Supervising Social Worker
(Full-time/ Part-time)
- 1.2 **SALARY:** Negotiable
Depending on qualifications and experience,
subject to appraisal
- 1.3 **LOCATION:** Based at City West Business Park in Durham and at
other locations as and when required; in line with the
requirements of the post.
- 1.4 **ORGANISATIONAL
RELATIONSHIPS:** The postholder will be responsible to, and line
managed by the Foster Care Manager who is also the
Registered Manager.

1.5 **DESCRIPTION OF ROLE**

To provide structured supervision to carers.

To provide and contribute to support packages for carers and young people.

To meet the demand of providing a quality service the postholder will contribute to effective recruitment, training, support and supervision of carers, their families and young people.

To work in close partnership with Local Authorities and any other agencies connected with the foster home.

The postholder will form part of a 24 hour duty/ "on-call" system for carers.

1.6 DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST

1.6.1 Support and Supervision

The Supervising Social Worker is key to the delivery and organisation of support to carers, their families and young people.

The Supervising Social Worker is responsible for delivering structured supervision to carers in line with Orchard Care's policy and procedure.

Supervising Social Workers will attend and contribute to Looked After reviews and other meetings in respect of young people.

1.6.2 Recruitment and Training

The Supervising Social Worker is responsible for contributing to a high standard of recruitment of carers. They also contribute to the ongoing training of carers, their families and associated others.

1.6.3 Assessments / Reviews / Matching

Supervising Social Workers are responsible for the completion of Form F assessments and their presentation to Panel.

Via ongoing supervision and other contact with the foster home, the Supervising Social Workers contribute to the on-going reviewing process for carers in line with Orchard Care's policies and procedures.

Supervising Social Workers will be involved in the matching of young people with carers.

1.6.4 Working as part of a team

The Supervising Social Worker is responsible for attending and contributing to team meetings and team events. There is special emphasis on communication, recording and collegueship at Orchard Care.

1.6.5 On Call

A vital part of the service is the 24 hour on call system. Supervising Social Worker's form part of this system on a rota basis.

1.6.6 **Recording**

Supervising Social Workers are expected to record all their activities in line with Orchard Care's policies and procedures and ensure files are kept up-to-date.

1.6.7 **Personal Development**

As a Supervising Social Worker you will be offered regular supervision and training. This is seen as an active process with the Supervising Social Worker's contributing to their own development plan. There will be formal appraisal at the end of an agreed probationary period. Appraisal will be at least annual thereafter.

1.7 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. The post holder will assist in ensuring our commitment is put into practice by the appropriate development of policies and procedures, which seek to remove barriers to equality of opportunity and eliminate unfair and unlawful discrimination.

1.8 **Confidentiality & Data Protection**

The post holder is required to undertake that they will not divulge to anyone personal and/ or confidential information to which they may have access during the course of their work.

The post holder to work in line with General Data Protection Regulations (GDPR).

(GDPR Privacy Notice is available upon request).

1.9 **Other duties**

The post holder will undertake any other reasonable duties.

CONDITIONS OF SERVICE

1. The salary will be paid monthly by bank credit transfer.
2. The appointment will be subject to:

- i) Disclosure and Barring Service (DBS) check.
 - ii) Satisfactory medical clearance.
 - iii) Satisfactory references.
 - iii) Successful completion of a 6 months probationary period unless an exception is made to this.
- 3. Mileage will be paid.
- 4. Leave entitlement is a minimum of 24 days plus bank holidays as specified in your Statement of Main Terms.
- 5. You have a right to join a trade union.
- 6. Post holder is required to sign up to the Disclosure and barring Update Service.

PERSON SPECIFICATION – SUPERVISING SOCIAL WORKER

LONGLISTING – PHASE 1 – examination of application form and any required work

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EDUCATION AND QUALIFICATIONS	Professional social work qualification, i.e. CQSW, CSS, Dip SW.	Post qualification training relevant to particular specialism. At least two years post qualifying experience in social work. Practice teacher training.	Application form.
EXPERIENCE	Undertaking assessments, report writing and maintaining records of a high standard. Offering advice, guidance to and direct support and interventions to carers and young people. People management. Evidence training can be applied into practice. Group work, working in partnership with multi agencies and a proactive approach.	A minimum of one years post-qualifying child care experience. Experience/ involvement in Fostering related work. Direct work with foster carers and an insight into current issues in family placement. Participation in the setting up and running of training sessions. Involvement in discussion on placement matching and support.	Application form. Informal interview

PHASE 2 – as above plus inter-personal assessments

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
KNOWLEDGE	<p>Working knowledge of Fostering Regulations Minimum Standards 2011.</p> <p>Working knowledge of Children Act 1989 and in particular legislation relating to family placements.</p> <p>An understanding of fostering and the needs of service users.</p> <p>Knowledge of anti-oppressive practices.</p>	A working knowledge of assessment and review procedures relating to family placements.	Interview.
KEY SKILLS	<p>Flexible approach.</p> <p>Ability to form good working relationships with all service users and colleagues.</p> <p>Assessments, planning, monitoring and reviewing work.</p> <p>Excellent communication skills with both adults and children.</p> <p>Report writing and record keeping.</p> <p>Organising work and deciding priorities.</p> <p>Working within a legislative framework.</p> <p>Hold a full UK driving licence and access to own transport. Ensure vehicle has business insurance to cover post holder.</p>	Computer skills	Interview / references.
PERSONAL ATTRIBUTES	<p>Ability to work creatively</p> <p>Honesty</p> <p>Humour</p> <p>Good work ethic</p> <p>Caring</p> <p>Dedicated</p> <p>Reliable</p>		Interview / references.