

JOB DESCRIPTION – SUPERVISING SOCIAL WORKER

Title: Supervising Social Worker
Reporting to: Registered Manager
Salary: 22.5 hours per week (Wednesday, Thursday, Friday)

JOB PURPOSE:

To be responsible for fostering supervising social work provision including managing own caseload whilst complying with national and service procedures and guidance.

To ensure compliance in relation to all First for Fostering's tasks associated with the post including: foster carer assessment, approval, and training: promptly dealing with safeguarding issues, complaints, allegations or concerns; being involved in placement planning and foster carer reviews.

RESPONSIBILITIES / REQUIREMENTS

- Manage a caseload of approved and registered foster carers.
- To support and supervise foster carers through regular visits, video conferencing and telephone, completing necessary documentation, as required.
- To undertake initial and Form F assessments for potential foster carers in line with relevant guidelines and within the First for Fostering agreed policies and procedures.
- To present Form F assessments to the First for Fostering's Fostering Panel.
- To identify training and development needs of carers and to compile annual foster care review reports.
- To work in partnership with and ensure the involvement and participation of children/young people, parents and carers in the assessment, planning and review of services.
- To support the team in the recruitment, selection and training of all prospective foster carers.

- To run a foster carers' support group and workshops, as required.
- To attend statutory reviews, case conferences, strategy meetings, planning meetings etc. on children.
- To prepare and present written and verbal reports on children and foster carers.
- To undertake necessary activities and tasks to ensure compliance with fostering and other relevant legislation and regulations.
- To promote high professional standards within every part of the service and ensure professional standards and practice are maintained.
- To contribute to own professional development by taking part in supervision, training, appraisal and maintaining a record of evidence to support professional registration i.e. Social Work England.
- To undertake any additional duties that their line manager considers appropriate for the position.
- To take part in an out-of-hours 'on call' system.
- Ensure that the safeguarding of children and the promotion of their welfare is given absolute priority in all activities and that critical incidents/allegations are recorded, investigated and acted upon appropriately and in keeping with First for Fostering and relevant local authority safeguarding procedures. Reporting any concerns to the Registered Manager immediately.

ADDITIONAL DUTIES

- To ensure that the First for Fostering's Health & Safety policy is followed.
- To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments.
- Since confidential information is involved with the duties of this post the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

- Due to the nature of social work, the tasks and responsibilities in many circumstances are unpredictable and varied. All staff are therefore expected to work in a flexible way when occasions arise where tasks are not specifically covered in the job description and have to be undertaken.
- The post holder must have a full driving licence and access to a car that is fully insured, with business usage, and has a valid MOT.