



- 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 Registered Manager and Director.
- 1.5 **JOB PURPOSE**
- In compliance with Fostering Regulations and National Minimum Standards to work
as a Supervising Social Worker in providing suitable foster carers and fostering
placements for Looked After children. To undertake Supervising Social Worker tasks
and duties as required.
- 1.6 **DESCRIPTION OF ROLE**
- To provide structured and regular 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 systemically 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.

1.7 DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST

1.7.1 Support and Supervision

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

Supervising Social Worker to ensure Outcome Trackers are completed in line with Orchard Care's policy and procedure.

Supervising Social Worker to assess support needs and proactively plan support in advance.

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

Supervising Social Workers will prepare written reports for Looked After reviews and other meetings. Supervising Social Worker to also attend and contribute to Looked After reviews and other meetings in respect of young people.

Supervising Social Worker to complete un-announced visits in line with regulatory requirements.

1.7.2 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.

1.7.3 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 and responsible for writing matching reports.

1.7.4 **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.

1.7.5 **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.

1.7.6 **Recording**

Take responsibility for administration in relation to the social work task to include timely and accurate recording of all communications, reports, and case recordings on electronic files. Supervising Social Workers are expected to record all their activities in line with Orchard Care's policies and procedures.

Supervising Social Workers must ensure files are kept up to date for carers and young people. Monthly monitoring of matching, placement plans/care plans, health and education plans, permanence plans and where appropriate pathway plans. Monthly checks to ensure carer and young people's files for compliance with NMS and procedures. Monthly reviews of risk assessments and behaviour management plans.

1.7.7 **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. The post holder must be able to undertake, and participate in training, coaching and development activities, as appropriate.

There will be formal appraisal at the end of an agreed probationary period. Appraisal will be at least annual thereafter.

Post holder is expected to keep abreast of new legislation, guidance, policy direction and effective good practice.

Monitor carers meet the requirements of the Training Support and Development Standards for Foster Carers and monitor evidence of their competencies within supervision and carer reviews.

1.8 **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.

1.9 **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).

2.0 **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. 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.
 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.
 7. Post holder must hold registration with Social Work England.
 8. This post will require working outside normal office hours in order to meet the needs of the service users. This will include some evening work, bank holidays and weekend work. This post will allow flexible working for the post holder.
 9. 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
 10. Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

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> <p>Good understanding of Local Children’s Safeguarding Board procedures.</p>	<p>A working knowledge of assessment and review procedures relating to family placements.</p>	<p>Interview.</p>
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>	<p>Computer skills</p>	<p>Interview / references.</p>
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>		<p>Interview / references.</p>