**Job Title:** Supervising Social Worker

**Location:** IFA based

**Reports to:** Team Manager

**Accountable to** Registered Manager / Regional Director

**Internal Stakeholders:** Quality Assurance and Training, Administration and  Placement Team, Marketing and Carer Recruitment, Finance, Regional Teams and Head Office

**External Stakeholders**: Foster Carers

**JOB PURPOSE**:

The Supervising Social Worker manages fostering resources in an allocated area, recruiting, assessing, supervising, training, and supporting foster carers and their placements, promoting and ensuring that the organisation provides quality, professional services for local authorities placing children and young people.

**KEY ACCOUNTABILITIES:**

Recruits and assesses prospective foster carers in accordance with organisational policies and procedures, under the supervision of a senior manager.

* Initiates and carries out local recruitment activities, analysing the effectiveness of methods used, in conjunction with the Carer Recruitment Officer
* Participates in national recruitment activities
* Undertakes initial visits
* Carries out stringent assessment and completion of Form F Assessments to standard, presenting  reports to panel
* Supports freelance assessors assigned to the area, as required
* Ensures that Foster Carer Agreements and necessary documentation is completed prior to placement
* Supervises and supports allocated foster carers, and their placements, completing necessary documentation, through:
* Assisting with the matching of referrals of looked after children and their requirements with approved foster carers
* Visiting and maintaining contact with them in accordance with guidelines or as necessary
* Ensuring that foster carers are familiar with, and comply with organisations policies and procedures
* Working flexibly to ensure an appropriate level of support is offered and  maintained, assisting with duty and responding outside of normal hours if required
* Ensuring that statutory and safeguarding requirements are adhered to
* Identifying and advising the line manager, or a member of the senior management team, of problems arising with carers and their placements, ensuring appropriate action may follow.
* Reporting significant issues and/or complaints, incidents, allegations in accordance with Schedule 8 notifications to a senior manager and responsible authority immediately
* Undertaking annual reviews of foster carers in accord with the procedures laid down by the organisation and in conjunction with their senior manager.
* Recognising opportunities offered by foster carers to their particular knowledge and performance competences
* Co-ordinating support groups for foster carers and their families

Actively promotes training and development of foster carers, self and colleagues:

* Supports and identifies the training and development needs of foster carers for whom responsible, monitoring achievement and attendance at training sessions.
* Undertakes training in liaison with colleagues
* Takes responsibility for own professional continuing development and participates in the organisations training initiatives.
* Shares knowledge with colleagues

Maintains and makes full use of the agency’s recording and information systems ensuring;

* Relevant information is recorded promptly and appropriately
* Accurate checks and reports are prepared and presented as required
* Full and appropriate use is made of the agency’s network and IT equipment

Promotes the agency externally ensuring that the agency’s policy to offer a professional, high-quality fostering service to its customers is recognised and achieved through:

* Representing the organisation to placing local authorities and other relevant organizations,
* Establishing new links and contacts with local authorities
* Developing new business within an allocated area in accord with the Business Plan

Works in liaison with Policy and Quality Assurance colleagues to achieve improvements and enhance standards:

* Contributing to and facilitating consultation processes with carers and children
* Constantly monitoring and undertaking internal auditing

In addition;

* Ensure that at all times you work with a commitment to Safeguarding and promoting the welfare of children
* Participates in the organisations out of hours and / or duty rota
* Attends meetings and team events as required
* Participates in an annual performance review programme
* Works in accord with all the policies and procedures of the organisation, especially those relating to Child Protection and Safeguarding, observing at all
* times the strict rules of confidentiality appropriate to the role
* Undertakes such other duties as may be reasonably requested of a Supervising Social Worker by a senior manager

**Standard responsibilities:**

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within NFG are expected to be familiar with and adhere to:

* Participates in an annual performance review programme.
* Works at all times, in accordance with the policies and procedures of the NFG and statutory regulations applicable to the Group.
* NFG is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.
* Undertakes other duties as assigned.

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| **Job Holder** |  |  |
| Name: | Signed:  | Date:  |
| **Signed on behalf of the NFG**  |  |  |
| Name: | Signed:  | Date:  |