**Job Title:** Assessing Social Worker

**Location:** Regionally Based (linked to local agencies within a Region)

**Reports to:** Lead Assessment Manager

**Accountable to:** Head of the National Assessment Service

**Job Purpose:** Undertake assessments of potential foster carers, utilising best practice and customer service standards of excellence.

**Key Responsibilities:**

* Act as a point of contact for prospective foster families to assist them in undertaking the assessment process. Assisting prospective foster carers in line with organisational policies and procedures, under the supervision of the Lead Assessment Manager completing the Form F process within defined timelines and deadlines.
* Travel to applicant’s homes and local offices as required; this may involve journeys of significant length. The purpose of the visits is to meet with prospective foster applicants in their homes to help gather information and complete the assessment process.
* Gather information, collate facts and evidence, accurately recording information distinguishing conflicting views and perspectives. The post holder will draw all information together to form a high-quality Form F, with all necessary detail, before it is presented.
* Through excellent customer service standards, the post holder will prepare the prospective foster carer to present their application to the panel. Ensuring the prospective foster carer understands the type of questions they may be asked, the panel process, potential outcomes. The post holder is able to manage any worries and alleviate concerns for the prospective foster carer.
* Present assessment reports to panel and articulate the prospective foster carers assessment to a fostering panel.
* Communicate effectively with colleagues in the National Assessment Service fostering application in line with agency targets for their region
* Build partnerships with the local agencies within the defined region, working with Registered managers to understand agency service’s nuances, any specific foster carer recruitment needs, geographical factors. The post holder will have an ability to promote the agency with potential foster carers, showcasing the agencies strengths and highlighting resource capabilities which would bring benefit to potential foster families. This may entail attending the local offices and accompanied visits with prospective foster carers to meet the agency teams.
* Participation in weekly recruitment and retention meetings, advising on progress of assessments, themes, trends for the respective region.
* Developing best practices through case handling experience of Form Fs. Responsible for enhancing practice development for Form Fs and improvements to prospective foster carer customer experience, through feedback and advice NAS management team.
* Facilitation of planned ‘best practice’ workshops with Social Workers and agency teams to ensure knowledge is disseminated and coaching skills are utilised to support Supervising Social Workers to evolve Form F practice.
* Complete effective and timely recording of accurate information using agreed systems, including but limited to not CHARMS system.
* Maintain a good working knowledge of relevant legislation, local policies and procedures, particularly those relating to Looked after Children, Children in Need and Child Protection, acting in line with these to ensure consistency and a high quality of service delivery.

**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:

* Participation in an annual performance review programme.
* Work 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 expects 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: |