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**JOB TITLE: SUPPORT WORKER**

**KEY ORGANISATIONAL RELATIONSHIPS:**

**Responsible to & appraised by:** Supervising Social Worker/ Team Manager/Area Manager/Registered Manager

**Key Relationships:**

**Internal:** Regional Manager, Registered Manager, Area Manager, Team Manager, Senior Supervising Social Workers, Supervising Social Workers, Team Support Workers, Administration Team, HR & Finance Team

**External:** Looked After Children, Foster Carers and their families, Local Authority personnel, Education and Healthcare personnel.

**JOB PURPOSE:**

The support worker operates in conjunction with and under the direction of professionally qualified social work colleagues to provide proactive and practical support, advice and guidance to the agencies foster carers. The post holder works with an awareness that the NFA Group is a service provider, providing services for local authorities placing children and represents the agency to clients, external agencies and individuals.

**KEY ACCOUNTABILITIES:**

In conjunction with Supervising Social Workers, Referral Coordinators and Support Workers, other professionals and external agencies, anticipates and responds to the needs of foster carers, children and young people providing support, training, practical advice and assistance, as and when required.

Undertakes direct work with children and young people to support foster carers, in carers homes and out in the community as required. Provides planned sessions of work where this is needed to maintain foster placements and address the needs of children

Works in partnership with multi agencies and other professionals involved in Looked After Children.

Liaises with relevant company and Local Authority personnel, advising of difficulties and potential problem areas in order that appropriate action may be taken for the well being of placed children, foster carers and their families.

Ensures any accidents and significant events in relation to children and foster carers are recorded and reported to the relevant manager.

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Contributes to the development of training for foster carers and staff, participating in the organisation, co-ordination and delivery of foster carer training sessions.

Maintains complete and accurate records, compiles and provides written reports as required by the organisation, Local Authorities and other external agencies, presenting them as necessary.

Provides administrative support to the social work and management teams as required.

Where delegated to assist in the placement of foster children.

In liaison with the relevant organisers, contributes to and actively promotes and participates in support groups established for foster carers, their own children and the children in our care.

To undertake such training as is appropriate to ensure that they have the experience and skills necessary for maintaining the current post and job description.

Participates in project and development work as required, particularly promoting the position and views of foster carers and young people.

Participates in an annual performance review programme.

Undertakes other duties in relation to their work, as determined by a senior manager.

Works, at all times, in accord with the policies and procedures of the organisation and statutory regulations applicable to fostering services, observing the strict rules of confidentiality appropriate to the post.

**This job description is not definitive and is likely to change in consultation with the post holder as the role develops.**

Job Holder' signature

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed on behalf of the National Fostering Agency Group

Name: \_\_\_\_\_ Human Resources

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_