

JOB DESCRIPTION

Job Title	Senior Social Work Assistant - Fostering		
Directorate	Children & Family Services		
Reporting to	Qualified Social Worker		
Grade	13		
Evaluation ref:	AG1051	Job ref:	Family C&F13
Role purpose			
<p>Provide a service to clients independently and/or in support of professional staff. The balance of specific duties will depend on operational needs and the requirements of the Social Worker staff.</p>			
Responsibilities			
<p>Complete home visits to approved foster carers or new carers being assessed, including their birth children to develop relationships.</p> <p>Mentor and share information with carers assisting them with their learning and development, empowering and enabling them to meet the complex needs of children who are looked after.</p> <p>Work directly with allocated foster carers and their families, children, young people and their families using a range of interventions and activities which are underpinned by evidence-based practice to help improve outcomes for children.</p> <p>Assist with completing statutory checks, eg health and safety inspections, DBS checks, Safe Care Policies, pet assessments for prospective foster carers and plan and facilitate recruitment events and information sessions.</p> <p>Review and monitor foster carers progress, sharing information with the wider fostering service as required.</p> <p>Participate in and arrange meetings to support the work of the fostering service, eg social events for foster carers, birth children events, or other meetings with carers.</p> <p>Provide support and assistance to professionals within the service including being part of the duty system, responding to carer enquiries or difficulties, or in the absence of their allocated social worker.</p> <p>Work with practitioners, carers, children and young people to promote and embed an understanding of trauma informed approaches. Use a range of interventions including direct support to children/practitioners/families/carers.</p> <p>Maintain and update appropriate administrative records or as requested by professional staff in preparation of visits, checks, reports and meetings.</p>			

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Use the necessary information technology systems, eg LCS, Outlook, Egress and the learning centre.

Develop an awareness of informal networks of foster carers and facilitate appropriate support groups.

Keep records and provide, as required, information, written assessments, reports or other documents to support multi agency partnership working.

Maintain a child centred approach to focus on the need to manage risk, reduce vulnerabilities and work towards sustainable positive change.

Record data and gather information in respect of the recruitment of foster carers and the enquiry process/application system.

Attend team meetings and fostering service events. Contribute to team action plans and service development.

Impact

Everyone working in the childcare service has a duty to ensure children are safe and ensure that safeguarding concerns are reported swiftly and that they follow the relevant policy and procedure.

Ensure that a consistently good standard of service is delivered to children and families in Somerset meeting or exceeding statutory, Council or service standards.

Deal with and prioritise tasks, home visits to carers and children, before referring complex matters to Social Work Professionals.

Decisions are made within policy and guidelines under the direction of the line manager/supervisor.

Day to day contact with foster carers and their families, children, young people and their families.

Have a caseload of children and their carers/families, working flexibly to meet the needs of the child under the support of the Qualified Social Worker, Team Manager.

Attend and contribute to training and learning events as part of Continuous Professional Development.

Knowledge / Experience / Skills

	Essential	Desirable	
Knowledge			

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Broad working knowledge of Social Care.		X	
Awareness of relevant legislation and knowledge of services available to support children and foster carers.		X	
Understanding of the impact of loss and separation on children's wellbeing.		X	
Experience			
Able to develop professional relationships with a range of clients and colleagues based on mutual trust, respect for individual rights and cultural needs, and the promotion of equality, diversity and the interests of service users and carers.	X		
Demonstrable ability to prioritize work and organize competing demands.	X		
A demonstrable commitment to safeguarding children and promoting their welfare, alongside showing empathy with foster carers, and understanding and respect for individual needs.	X		
Some experience of social care, but not necessarily in paid employment.	X		
Experience of working as part of a team.		X	
Clerical or administrative experience.		X	
Qualifications / Registrations / Certifications			
NVQ Level 3 in Health and Social Care or relevant qualification/experience.	X		
Willingness to work towards NVQ Level 4.	X		
Literate and numerate to GCSE level/Level 4 or equivalent.	X		
Good IT skills, enabling effective input, manipulation and retrieval of data and other information.		X	
Skills			
Ability to develop professional relationships with foster carers, prospective foster carers, children and colleagues based on mutual trust, respect for individual rights and cultural needs, and the promotion of equality, diversity and the interests of service users and carers.	X		

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A demonstrable commitment to safeguarding children and promoting their welfare, alongside showing empathy with foster carers, and understanding and respect for individual needs.	X		
Ability to process information quickly and accurately, applying quality standards to all tasks undertaken and ensuring that nothing is overlooked.	X		
Positive attitude to the use of computers with IT skills enabling effective input, manipulation and retrieval of data and information.	X		
Capable of producing basic correspondence, oral and written reports and records that are legible, accurate and easily understood.	X		
An excellent telephone manner, good listening, organisational and assessment skills.	X		
Prepared to undertake training and share new knowledge and skills within the team.	X		
Able to travel around the area to meet the requirements of the post, including areas that are not currently serviced by public transport	X		
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).	X		
Working Conditions			
The nature of the work will require the postholder to travel across the county to attend meetings and out of county as required. Will work from an allocated base with multi-professional teams.			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.			

Date: 27th August 2024