

MEDWAY COUNCIL - JOB PROFILE

JOB TITLE	Social Worker – Fostering Recruitment
DEPARTMENT	Children's Social Care
RESPONSIBLE TO	Fostering Recruitment Manager
GRADE	SW2/2A

MAIN PURPOSE OF JOB

To assess, plan, and use evidence based analytical practice to assess prospective foster carers.

To contribute to the recruitment of foster carers, with involvement in an active recruitment campaign, being responsible for responding to initial enquiries, undertaking initial visits, and co-hosting information sessions.

To work to a structured time management practice; responding to enquiries, submitting reports, assessments and plans within regulated timescales.

To contribute to the delivery of a highly effective Children's Social Care Service, taking responsibility for working and managing a caseload within a framework of appropriate supervision. (This will be dependent upon the complexities of the cases and the post qualification experience of the social worker).

To maintain accurate written and computerised records, in accordance with agreed procedures and in order to meet legislative responsibilities.

To contribute to the tracking and monitoring of statistics for collation to Senior Management.

To adhere to and uphold the codes of conduct set out by Medway Council and Social Work England.

To be competent in all areas of the PCF at Social Worker level and The Knowledge and Skills Statement (KSS) for approved child and family practitioners.

KEY CORPORATE ACCOUNTABILITIES

To actively promote work life balance and flexible working in order to achieve high quality service delivery.

#Make it Medway

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work etc Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to Section 17 of the duty of Crime and Disorder Act 1998 to prevent crime and disorder.

At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described above.

ACCOUNTABILITIES TO CHILDREN AND YOUNG PEOPLE

The children and young people of Medway have said the following qualities are really important to them:

- ✓ Be a good listener
- ✓ Be non-judgemental
- ✓ Be consistent and Stable
- ✓ Be contactable
- ✓ Understand me
- ✓ Be honest
- ✓ Be Focused
- ✓ Be realistic
- ✓ Be a good timekeeper
- ✓ Be resourceful in your approach

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

#Make it Medway

PERSON SPECIFICATION

QUALIFICATIONS	Assessment Method
A recognised professional Social Work Qualification	Application
Full driving licence (valid for use in the UK)	Application
SWE registration	Application
Enhanced DBS	Application
EXPERIENCE	
At least three years post-qualifying experience in frontline assessment and/or safeguarding teams.	Application/ Interview
Experience in fostering recruitment related activity.	Application/ Interview
Experience in recruiting and assessing foster carers, completing Form F assessments and taking prospective carers to Fostering Panel	Application/ Interview
Demonstrable experience of working within the framework of the Children Act 1989, Care Planning Regulations 2010, Fostering Regulations 2011, National Minimum Standards and other relevant legislation, Statutory guidance, Standards and Procedures.	Application/ Interview
Knowledge and experience in the application of relevant theoretical frameworks, practice models, research findings and the application of psychological and human development theories.	Application/ Interview
SKILLS	Assessment Method
Demonstrate the ability to represent the service in a professional, open and timely manner.	Application/ Interview
Demonstrate the ability to assess the needs of prospective carers within an analytical and holistic framework; using appropriate tools to achieve the desired outcome for this group of service users.	Application/ Interview
Ability to plan projects and tasks in a structured way, monitoring progress against plans and can embed these into working practice. Ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences including Fostering Panel	Application/ Interview

Demonstrate the ability to engage effectively with children and families.	Application/ Interview
Demonstrate the ability to develop and sustain effective professional relationships with other professionals and organisations.	Application/ Interview
Demonstrate sound professional judgments and be accountable for their actions.	Application/ Interview
Demonstrate the ability to undertake direct work with children and their families as well as carers using a range of evidence based models.	Application/ Interview
Demonstrable knowledge of Children's Services policies, legislation, professional practice issues and developments.	Application/ Interview
PERSONAL QUALITIES	
Ability to work independently within clear guidelines and regularly uses initiative to make decisions, referring to more senior officers for advice on policy/resource issues.	Application/ Interview
Able to carry out tasks which impact on the well-being of people, including assessing needs, implementing care/welfare, implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.	Application/ Interview
Ability to explain straightforward tasks to others, where required	Application/ Interview
Ability to act as a role model to promote equality and manage diversity in the workplace and service provision, ensuring everyone has appropriate and fair access to support.	Application/ Interview
Able to build and develop productive team relationships, setting clear objectives and identifying better ways of working and managing change effectively	Application/ Interview
Ability to build sound and productive working relationships with colleagues, partners and staff groups; and can engage others in a credible, persuasive way.	Application/ Interview
Ability to initiate and develop close working partnerships with statutory, voluntary and private agencies to gather/share information in order to facilitate decision making for effective service delivery	Application/ Interview

Ability to initiate and develop close working partnerships with statutory, voluntary and private agencies to gather/share information in order to facilitate decision making for effective service delivery	Application/ Interview
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------

ORGANISATION

(i) ORGANISATION CHART

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The post will be managed by the Fostering Recruitment Manager

(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

The post holder will work independently within clear guidelines and regularly use initiative to make decisions, referring to more senior officers for advice on policy/resource issues. The post holder will be able to use their initiative to broaden their repertoire of responses.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

The post holder will have no direct line management responsibility.

(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

External Contacts

- Medway Foster Carer Association
- Mental Health Trusts
- Hospital Trusts
- Designated and named health professionals
- Prospective Foster Carers
- Approved Foster Carers
- Schools, Colleges, Universities
- Residential facilities
- Penal institutions
- CAFCASS
- Probation services
- Medway Police
- Police Child Abuse Investigation Team
- Courts
- Faith Groups
- Coram BAAF
- Private and voluntary sector providers

#Make it Medway

Internal Contacts

- Fostering Panel
- Adoption Panel
- Other Teams/ Sections of Medway Children Services
- Education Panels
- Adult Social Care
- Housing
- Legal Services
- Workforce Development and Organisational Change

FINANCIAL ACCOUNTABILITIES

None; however must have the ability to make recommendations to managers about case issues with financial implications

WORKING ENVIRONMENT

The post holder will be based in one of Medway Council's establishments.

#Make it Medway