

## Supervising Social Worker Job Description

|                        |                           |
|------------------------|---------------------------|
| <b>Post:</b>           | Supervising Social Worker |
| <b>Responsible to:</b> | Registered Manager        |

### Job Description and Personal Specification

To maintain, improve and develop the quality and standards of child care practice within the Agency, ensuring good outcomes for children, through the supervision and support of carers.

### Job Description:

- To hold a caseload. Providing supervision support to foster families.
- To maintain close liaisons with foster families on events/changes occurring in foster children's lives which might affect their behaviour/placement.
- To prepare reports and maintain records as appropriate.
- Attending and reporting to various meetings (e.g. foster care meetings, family support meetings, management meetings with other professionals), which will on occasions take place 'out of hours'.
- To participate in the out of hours service.
- To liaise with our placements officer regarding referrals from Local Authorities. Arranging and attending referral meetings.
- Attending pre-placement planning meetings, case conferences, internal planning meetings and statutory reviews on children who are or may be placed.
- To perform such other tasks, commensurate with the duties outlined above, from time to time.
- Attend and present to local authority Panel's.

### Values:

- The needs of the child are paramount.
- Commitment to the stated purpose as expressed above.
- Honesty and respect are central in all dealings with others.
- Valuing difference.
- Judgements will be based on evidence not hearsay.

It is the nature of work of Family Fostering that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description have to be undertaken.

## Supervising Social Work - Job Specifications

Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

|  | Essential (E)<br>Desirable (D) | Short listed<br>Criteria | Evidenced        |
|--|--------------------------------|--------------------------|------------------|
| <b>Education/Qualifications</b>  |                                |                          |                  |
| Must hold either Dip/SW or CQSW, BSc in SW, or MA in SW  | E                              | ✓                        | Application Form |
| Hold or be working towards NVQ 5 (or equivalent) in Management   | D                              |                          | Application Form |
| <b>Experience</b>  |                                |                          |                  |
| 2 year experience of family placement and or children's services at a senior level   | D                              | ✓                        | Application Form |
| 18 months/2 years' experience of managing and supervising within a social work setting   | D                              | ✓                        | Application Form |
| Assessment of Foster Carers  | D                              |                          | Application Form |
| A good understanding of IT   | E                              | ✓                        | Application Form |
| <b>Knowledge</b>   |                                |                          |                  |
| A good working knowledge of relevant legislation including the Children's Act 1989; Care Standards Act 2011 and Fostering Services Regulations 2011; 'Working Together'; Framework for the assessment of Children in Need and their families; Adoption Law; Understanding of the role of children's Social Workers | E                              |                          | Interview        |

|  | Essential (E)<br>Desirable (D) | Short listed<br>Criteria | Evidenced |
|--|--------------------------------|--------------------------|-----------|
| A sound knowledge of Child Protection Procedures   | E                              |                          | Interview |
| Knowledge of the role of other agencies, in particular Health and Education  | E                              |                          | Interview |
| Knowledge of the growth and development of children  | E                              |                          | Interview |
| An ability to communicate with children and young people   | E                              |                          | Interview |
| Understanding of the importance of a complaints procedure  | E                              |                          | Interview |
| <b>Personal Skills</b>   |                                |                          |           |
| Ability to work with a high degree of autonomy   | E                              |                          | Interview |
| Ability to communicate at all levels, negotiate, mediate and build effective relationships with a wide variety of stakeholders | E                              |                          | Interview |
| Report writing skills  | E                              |                          | Interview |
| <b>Miscellaneous</b>   |                                |                          |           |
| Participation in an 'on call' service for carers out of office hours   | E                              |                          | Interview |
| Prepared to be flexible regarding working hours including evening and weekend working  | E                              |                          | Interview |
| Extensive travel, including occasional nights away   | E                              |                          | Interview |
| Full current driving licence   | E                              |                          | Interview |

|   | Essential (E)<br>Desirable (D) | Short listed<br>Criteria | Evidenced |
|---|--------------------------------|--------------------------|-----------|
| A commitment to Equal Opportunities in all work practices | E                              |                          | Interview |