

## **CHILDREN AND FAMILY COMMUNITY SERVICES**

### **SUPERVISING SOCIAL WORKER**

**EGIII OR EGIV**

#### **JOB DESCRIPTION**

##### **JOB SUMMARY:**

To operate as a Supervising Social Worker in the provision of an effective Family Placement Service undertaking the recruitment, assessment, review, supervision and support of a range of providers including term time hosts providing hosting arrangements for students who are undertaking their education in Guernsey and supported lodgings mentors who will provide supported accommodation to Care Leavers. The post holder will also participate in the development and delivery of the Private Fostering Service and Special Guardianship Service when these are operational.

Additionally the post holder will participate in the recruitment, assessment, review, training and ongoing supervision and support to a small generic caseload of foster carers, kinship carers, short break carers and prospective adopters.

##### **RELATIONSHIPS:**

The Supervising Social Worker will be line managed by the Senior Social Worker, Family Placement Service or, in their absence, the Deputy Manager or Team Manager

##### **MAIN DUTIES AND RESPONSIBILITIES:**

The post holder will be expected to:

- Take lead responsibility, with supervision and direction from a Senior Supervising Social Worker or Manager for the delivery and development of the Term Time Host Service and Supported Lodgings Service ;
- Participate in the development and delivery of the Private Fostering Service and Special Guardianship Service;
- Plan for, action and participate in the recruitment of sufficient families to each service area in order to meet the needs of young people and to maintain awareness of the service need in the public domain;

- Carry out high quality assessments of applicants to each service area using the relevant assessment framework within agreed timescales;
- Carry out annual reviews of a range of providers for whom they hold allocated responsibility using the relevant review framework within agreed timescales. To present assessments, reviews and other reports to the relevant Panel as required;
- Present information to parents of students and the new student cohort about the Term Time Host Service;
- Work with the Senior Social Worker on the matching of young people to families, the arrangements for placements and chairing placement planning/ placement agreement meetings;
- Ensure that providers meet the required standards which underpin high quality care of children and young people, placement stability and good outcomes for children and young people through regular supervisory visits as per required standards and to provide high quality support and supervision to providers as required;
- Undertake visits to students in term time host arrangements as required and to liaise with those with Parental Responsibility on matters concerning their child;
- Maintain a sound theoretical knowledge and skill base regarding fostering and adoption together with knowledge and understanding of the needs of Looked After Children including children who have experienced trauma and children who are separated from their family of origin.
- Attend and, where appropriate, chair a range of meetings pertinent to each service as identified by the Senior Social Worker or Team Manager;
- Work in partnership with providers, young people, birth family members, colleagues and other agencies ensuring the child is central to any process;
- Ensure that States of Guernsey Health and Social Care policies, procedures and legislation are adhered to and best practice guidance is followed;
- Participate in the out of hours Emergency Duty Social Work rota and on a Family Placement Service Duty rota as required. There is an expectation that some evening work is required as part of the responsibilities of this post;
- Must hold a full valid driving licence;
- Undertake any other duties as may be determined by the Head of Service, Children and Family Community Services, from time to time.

## **KEY CRITERIA:**

### **ESSENTIAL**

1. Professional Social Work Qualification – CQSW, Dip SW, Social Work Degree or equivalent and a good general education. Must hold current registration with Social Work England and sufficient post qualification experience.
2. Knowledge and understanding of the role of foster carers and adoptive parents and experience in the specialism of Family Placement work.
3. To have or to develop knowledge and understanding of the role and responsibilities of providers to the Term Time Service and Supported Lodgings Service and of private fostering and special guardianship arrangements.
4. Sound theoretical knowledge base pertaining to the field of Family Placement and good knowledge of childcare practice particularly in relation to Looked After Children and children in the Bailiwick who have been separated from their family of origin.
5. Knowledge and understanding of relevant legislation, local and UK best practice guidance and regulations, National Minimum Standards and policies and procedures pertinent to fostering, adoption, private fostering, special guardianship and supported lodgings.
6. Ability to comprehensively assess and analyse information and make recommendations and judgements with confidence.
7. Excellent written and verbal communication skills and an ability to write reports to a high standard. Ability to use information technology effectively and efficiently.
8. Ability to provide high quality support and supervision to placements of children and young people including those with complex needs and challenging behaviours in order to promote placement stability and good outcomes for Looked After Children.
9. Excellent planning and organisational skills as well as the ability to meet deadlines.
10. Ability to work as a member of a team in partnership with carers and colleagues and to develop and maintain positive working relationships with a range of providers and carers, professionals and service users and to contribute to the overall development of services through a team approach.
11. Confidence in the delivery of information to individuals or to groups pertaining to each service area and in engaging in recruitment initiatives as required.