

JOB DESCRIPTION

POST: **SUPERVISING SOCIAL WORKER**

RESPONSIBLE TO: **TEAM MANAGER/OPERATIONS MANAGER**

Overall purpose:	<i>To promote and maintain quality care in a family setting.</i>
-------------------------	---

Core Tasks:

1. To provide regular support via telephone and supervisory visits to foster carers including occasional unannounced visits which are all recorded. To ensure that the complaints information is available. And in addition to facilitate monthly support groups when requested.
2. To provide, where delegated, case management of the child or young person in placement. This includes working with birth families, convening Case Plan meetings, developing Case Plans, ensuring that Case Plans are implemented and reviewed.
3. To monitor and review the suitability and competence of foster carers ensuring they provide a safe, healthy, nurturing and learning environment for children/young people and are compliant in their ability to meet the NSW Standards for Statutory Out of Home Care 2010 and the Children and Young Persons (Care and Protection) Act 1998 and Regulation 2000.
4. Supervising Social Workers maybe asked to undertake assessments of potential foster carers and will be asked to undertake annual foster carer review of authorisation and present these to both the Key Assets fostering panel.
5. To monitor that children/young people and their families are being provided with foster care services that respond to the assessed needs and that value diversity and promote equality.
6. To participate in negotiation between Key Assets and Community Services to ensure that each child or young person in the care of the care of Community Services is carefully matched with a carer capable of meeting their needs.
7. To endeavour to obtain all pertinent information including chronologies, child/children in the care of Community Services documentation and core assessment forms from Community Services or other relevant parties as soon as possible.
8. Where practicable, Supervising Social Workers to facilitate introductory visits to foster carer's and provide introduction information on Key Assets Fostering and carers to children and young people.
9. Supervising Social Workers should work to identify any gaps in match and provide support as required.

10. To facilitate, arrange, encourage and support contact as agreed in the case plan.
11. To support and encourage the child in maintaining appropriate contact.
12. To ensure the necessary Risk Assessments are done.
13. To ensure compliance with child protection procedures.
14. Ensure that the protection of children and the promotion of their welfare is given absolute priority in all activities and that critical incidents/allegations are recorded, investigated and acted upon appropriately and in keeping with Key Assets Fostering and Departmental child protection procedures.
15. To ensure that children/young people's opinions and those of significant others are sought over all issues which are likely to affect their daily life and their future and are aware of how to raise any concerns or complaints by discussing any concerns with the children/young people.
16. To support foster carers in preparing children and young people for independent or semi-independent living.
17. To ensure that carers fully understand the task, competencies to be achieved and the standards expected, including complaints and representation procedures.
18. To take responsibility for professional development – supervision, appraisal and training.
19. To participate in the recruitment of potential carers and identify and facilitate training needs of foster families.
20. To ensure that each carer accepts, understands and operates in all policy and guidance agreed by Key Assets Fostering.
21. To ensure that the Child/ren in the care of the Department have placement agreements, Case Plans and comprehensive case recordings are maintained for children/young people and the foster carers.
22. To ensure foster carers utilise respite appropriately and in the child's/young person's best interest.
23. To undertake direct work and assessment of child/young person and foster carers according to identified needs.
24. To work in partnership in a team parenting approach to help identify any needs within the foster family e.g. respite, activities, therapy, holidays, with all members of the child's network, including contribution to all relevant meetings and any other tasks defined.
25. To undertake out of hours duty.
26. A company car (for business and personal use) is provided.

Additional Duties

1. Supervising Social Workers may be asked to sit on a fostering panel.
2. The position holder will be expected to undertake training and development deemed necessary for the pursuance of the post.
3. All staff are expected to ensure Health and Safety is observed in the course of employment.
4. All staff expected to comply with equal opportunities policy and procedure in all employment practices.
5. There is a no smoking policy in the work place for a Child in the care of the Department

It is the nature of work of Key Assets 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.

Company Car is provided with this post.

Key Assets Fostering – Person Specification for Supervising Social Worker

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) Desirable (D)	Short listed Criteria	Evidenced
Education/Qualifications			
<ul style="list-style-type: none"> Must hold recognised Social Work Qualification, if social work qualification is from overseas then proof of validation by the AASW required. 	E	✓	Application Form
Experience			
<ul style="list-style-type: none"> 2 years post-qualification experience in Child and Family Social work 	E	✓	Application Form
<ul style="list-style-type: none"> A basic understanding of IT 	E	✓	Application Form
<ul style="list-style-type: none"> A proven track record in working with and or on behalf of children, respecting and maintaining their individuality and promoting their positive development 	E	✓	Application Form
<ul style="list-style-type: none"> Experience of working with Foster Carers 	D		Application Form
<ul style="list-style-type: none"> Assessment of Foster Carers 	D		Application Form
Knowledge			
<ul style="list-style-type: none"> A good working knowledge of relevant legislation and Standards including the Children and Young Persons (Care and Protection) Act 1998 and Regulation 2000, NSW Standards for Statutory Out of Home Care 2010 and any other relevant legislation Adoption law, an understanding of the role of Community Services; Knowledge of the role of other agencies in particular, Health and Education; Knowledge of the growth and development of children 	E		Interview
<ul style="list-style-type: none"> A sound knowledge of child 	E		Interview

	Essential (E) Desirable (D)	Short listed Criteria	Evidenced
protection procedures and the Code of Conduct for Foster Carers.			
Personal Skills			
<ul style="list-style-type: none"> Ability to work with a degree of autonomy , in a flexible and creative manner, within the agencies policies and procedures 	E		Interview
<ul style="list-style-type: none"> Ability to work in partnership with Child/ren in the care of Community Services NSW 	E		Interview
<ul style="list-style-type: none"> Report writing skills 	E		Interview
Miscellaneous			
<ul style="list-style-type: none"> Participation in an 'On Call' service for Carers out of office hours 	E		Interview
<ul style="list-style-type: none"> Prepared to be flexible regarding working hours including evening and week-end working 	E		Interview
<ul style="list-style-type: none"> Extensive travel is required within the Key Assets area 	E		Interview
<ul style="list-style-type: none"> Full current Driving Licence 	E	✓	Interview
<ul style="list-style-type: none"> A commitment to Equal Opportunities in all work practices 	E		Interview

Employees Signature:	
Date:	
Key Assets Representative:	
Date:	