

JOB DESCRIPTION

POST: SUPERVISING SOCIAL WORKER

RESPONSIBLE TO: SOCIAL WORK TEAM MANAGER

Overall purpose:	To promote and maintain quality care in a family setting.
-------------------------	--

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. To facilitate monthly support groups when requested.
2. 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.
3. Supervising Social Workers may be asked to undertake Foster Care assessments of potential foster carers and annual foster carer home reviews and present these to the fostering panel.
4. 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.
5. To participate in negotiation between Key Assets and the Department of Child Youth and Family to ensure that each child or young person in the care of the Department is carefully matched with a carer capable of meeting their needs.
6. To endeavour to obtain all pertinent information including chronologies, child/children in the care of the Department documentation and core assessment forms from the Department of Child Youth and Family or other relevant parties as soon as possible.
7. Where practicable, Supervising Social Workers to facilitate introductory visits to foster carer's and provide introduction information on Key Assets and carers to children and young people.
8. Supervising Social Workers should work to identify any gaps in match and provide support as required.
9. To facilitate, encourage and support contact as agreed in the care plan.
10. To support and encourage the child in maintaining appropriate contact.

JOB DESCRIPTION

11. To ensure the necessary Risk Assessments are done.
12. To ensure compliance with child protection procedures.
13. 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 and relevant CYF child protection procedures.
14. 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.
15. To support foster carers in preparing children and young people for independent or semi-independent living.
16. To ensure that carers fully understand the task, competencies to be achieved and the standards expected, including complaints and representation procedures.
17. To take responsibility for professional development – supervision, appraisal and training.
18. To participate in the recruitment of potential carers and identify and facilitate training needs of foster families.
19. To ensure that each carer accepts, understands and operates in all policy and guidance agreed by Key Assets .
20. To ensure that Child/ren in the care of the Department agreements and comprehensive case recordings are maintained for children/young people and the foster carers.
21. To ensure foster carers utilise respite appropriately and in the child's/young person's best interest.
22. To undertake direct work and assessment of child/young person and foster carers according to identified needs.
23. 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.
24. To work respectfully towards the principals of the Treaty of Waitangi with an awareness of bi-cultural practice and the organisations values.
25. To undertake out of hours duty.

Additional Duties

JOB DESCRIPTION

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 Care of the Department

It is the nature of work of Key Assets 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.

JOB DESCRIPTION

Key Assets – 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 	E		Application Form
Experience <ul style="list-style-type: none"> 2 years post-qualification experience in Child and Family Social work A basic understanding of IT A proven track record in working with and or on behalf of children, respecting and maintaining their individuality and promoting their positive development Experience of working with Foster Carers Assessment of Foster Carers 	D E E D D		Application Form Application Form Application Form Application Form Application Form
Knowledge <ul style="list-style-type: none"> A good working knowledge of relevant legislation including: Children's & Community Services Act 2004, and any other relevant legislation, An understanding of the role of children's DCP Case Managers; Knowledge of the role of other agencies in particular, Health and Education; Knowledge of the growth and development of children 	E E E E		Interview

JOB DESCRIPTION

<ul style="list-style-type: none"> A sound knowledge of child protection procedures 	E		Interview
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 Ability to work in partnership with Child/ren in the care of the Department for Child Protection Report writing skills 	E E E		Interview Interview Interview
Miscellaneous <ul style="list-style-type: none"> Participation in an 'On Call' service for Carers out of office hours Prepared to be flexible regarding working hours including evening and week-end working Extensive travel is required within the Key Assets area Full current Driving Licence A commitment to Equal Opportunities in all work practices Company Car provided 	E E E E E		Interview Interview Interview Interview Interview

Managers Signature:	
Date:	
Employees Signature:	
Date:	