

JOB DESCRIPTION

POST: SENIOR SUPERVISING SOCIAL WORKER

RESPONSIBLE TO: TEAM MANAGER – SOCIAL WORK
MANAGER - SWS

Overall purpose:	To promote and maintain quality care in a family setting through the formal supervision and support of foster carers.
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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 deputise for the Team Manager as required.
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.
4. Senior Supervising Social Workers maybe asked to undertake assessments of potential foster carers and annual and Bi annual foster carer approval reviews and present these to the fostering panels.
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 Department of Communities Child Safety Services to ensure that each child or young person placed is carefully matched with a carer capable of meeting their needs.
7. To endeavour to obtain all pertinent information including chronologies, department documentation and assessment forms from the Department of Communities or other relevant parties as soon as possible.
8. Where practicable Senior Supervising Social Workers to facilitate introductory visits to foster carers and provide introduction information on Key Assets and carers to children and young people.
9. Senior Supervising Social Workers should work to identify and address any gaps in match and provide support as required.
10. To facilitate, encourage and support contact as agreed in the care plan.
11. To undertake other specialist tasks commensurate with the senior level of the post subject to experience and agency needs.

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 local authority child protection procedures.
14. To ensure the necessary Risk Assessments are done.
15. To ensure that children/young people's opinions and those 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.
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 procedure.
18. To take responsibility for your own 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.
21. To ensure that placement agreements 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. As a Senior Supervising Social Worker, to supervise other staff and students as required.
26. To hold lead responsibility for an operational aspect of the service e.g. Training and Development.
27. To contribute to Team meetings on a regular basis.
28. To participate in the "On call" roster as required.

Additional Duties

1. Senior Supervising Social Workers may be asked to sit on a fostering panel.
2. The post 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.

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.

Foster Care Associates – Person Specification for Senior 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/Qualification			
<ul style="list-style-type: none"> Must hold a recognised professional qualification in social work. Overseas qualifications must be validated or within the scope of validating by the AASW. 	E	✓	Application Form
Experience			
<ul style="list-style-type: none"> 4 years Family placement experience / experience of working with children in out of home care / experience of working with Foster Carers 	E	✓	Application Form
<ul style="list-style-type: none"> A proven track record in working with and on behalf of children, respecting and maintaining their individuality and promoting their positive development 	E	✓	Application Form
<ul style="list-style-type: none"> Some supervisory/management experience 	E	✓	Application Form
<ul style="list-style-type: none"> Assessment of Foster Carers 	D		Application Form
<ul style="list-style-type: none"> A basic understanding of IT 	E	✓	Application Form
Knowledge			
<ul style="list-style-type: none"> A good working knowledge of relevant legislation including Child Protection Act 1999, Child Protection Regulation 2000, Standards of Care (Section 122, CP Act 1999), Aboriginal and Torres Strait Islander Child Placement Principal. 	E		Interview
<ul style="list-style-type: none"> A sound knowledge of Child Protection procedures Understanding of the role of children and families child safety officer 	E		Interview
<ul style="list-style-type: none"> Knowledge of the role of other 	E		Interview

	Essential (E) Desirable (D)	Short listed Criteria	Evidenced
agencies, in particular Health and Education <ul style="list-style-type: none"> Knowledge of the growth and development of children 	E		Interview
<ul style="list-style-type: none"> An ability to communicate with children and young people Understanding of the importance of a complaints procedure 	E		Interview
Personal Skills			
<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 weekend 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
* Company Car provided			

Managers Signature:	
Date:	
Employees Signature:	
Date:	