

Hertfordshire County Council Job Outline



JOB TITLE: Supervising Social Worker

GRADE: H9

REPORTS TO: Team Manager

TEAM: Fostering Team

DEPARTMENT: Children's Services

PURPOSE OF THE JOB

To undertake the full range of social work duties in relation to statutory Family Placement work in accordance with the National Minimum Standards for Fostering Services and Fostering Services Regulations 2002/ National Minimum Standards for Adoption Services and Adoption Services Regulations 2003. Promoting the best interests of children and young people at all times.

MAIN AREAS OF RESPONSIBILITY

Recruitment, preparation, assessment, training, supervision and support to approved foster carers, maintaining appropriate records, and working to departmental policies and procedures.

Working alongside members of the Area Teams, making and supporting placements, offering advice on family placement matters and attending departmental meetings as delegated by the Family Placement Team Managers.

Acting as members of Adoption and Fostering Panels when required, contributing to Panel's expertise from a Family Placement perspective.

Keeping up-to-date with legislation, research and practice in relation to child care and the placement of children in substitute families.

To carry out duties in accordance with the Fostering service national minimum standards and regulations and the Health and Care Professions Council (HCPC) codes of practice for social care workers.

Undertaking such other duties which the department may from time to time require.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

- Must hold relevant Social Worker qualification and registration with the HCPC adhering to their code of conduct, performance and ethics and meet the national professional social work capabilities.
- Proven post qualifying experience and a commitment to own continuous professional development and development of best practice.
- Ability to be patient and professional when faced with difficult situations.
- Confident in communicating with other team members and external clients in meetings and providing advice when it's required;
- Competent in using ICT packages relevant to the role to store and present information.
- Ability to keep up to date with new relevant legislation and share your knowledge with your team and clients as and when required.
- Ability to record client information accurately and in accordance with statutory and/or departmental requirements.
- Experience of working with other professionals in order to effectively contribute to care planning and good outcomes
- Experiences of group work and the delivery of training
- Experience of and ability to assess prospective foster carers using assessment skills which are analytical and evidence based
- Understanding of The Children Act, the regulations and guidance, relevant current policies and procedures and your knowledge of the National Minimum Standards and Fostering Services Regulations (2002).
- Ability to be child centred in planning for children and young people.