

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>9SW</b>	<b>Role Title</b>	<b>Supervising Social Worker Recruitment and Assessment</b>
<b>Grade</b>	PS9SC	<b>Reports to (role title)</b>	<b>Team Manager</b>
		<b>Directorate</b>	<b>Children's Services</b>
<b>JE Band</b>	314-370	<b>Service</b>	<b>Fostering</b>
		<b>Team</b>	<b>Fostering Recruitment and Assessment Team</b>
		<b>Date Role Profile was created</b>	<b>Jul-19</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>To recruit and assess foster carers and their families to provide care for Surrey's Looked After Children.</p> <p>As part of the Recruitment and Assessment Team the role will be to increase our pool of foster carers, and ensure that foster carers receive adequate and appropriate training for the tasks they fulfil.</p> <p>The role holder will promote Corporate Parenting by working alongside Social Workers and other agencies to ensure children's care plans are met.</p> <p>They will ensure that children and young people are adequately protected in line with SCPC and departmental policy and procedures and relevant legislation. This will involve working within statutory responsibilities and departmental policies, including recording, report writing, file access, complaints and confidentiality. The role holder will also present Foster Carer Assessments (Form F) to Surrey's Foster Panel.</p> <p>The role holder will ensure that Looked After Children reach their full potential in respect of the five outcomes and have equal access to services.</p>
<b>Work Context</b>	The role sits within the Fostering Service.
<b>Line management responsibility</b> if applicable	N/a
<b>Budget responsibility</b> if applicable	N/a

**Representative Accountabilities**  
Typical accountabilities in roles at this level in this job family

**Casework Management**

- Take professional responsibility as directed for managing a caseload which will include individuals, children, families and carers who require support and guidance. Enable them to identify their needs and plan support to meet those needs using the full range of options, seeking advice and support where appropriate.
- Demonstrate confident and effective judgement about risk and accountability in decision making.

**Assessment and Review**

- Use assessment procedures discerningly in response to the presenting needs and to ensure that a proportionate assessment is completed in a way that enables maximum participation.

**Advice and Guidance**

- Provide information, advice and guidance in line with current national legislation and to recognise the need for, and appropriately signpost to other agencies, services or providers.

**Safeguarding**

- Understand the forms of harm and their impact on people and be able to identify safeguarding concerns.
- Where relevant and with support undertake assessment and planning for safeguarding.

**Staff Development**

- Share and present professional knowledge and expertise with colleagues within the team.
- When appropriate provide professional reflective supervision to staff who are not professionally qualified.

**Data Quality**

- Take professional and personal responsibility for clear recording of analysis and judgements, maintaining up to date case work records on the database as required by Surrey County Council.
- Take responsibility for working within the Directorate's data protection policies.

**Duties For All**

Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, safety and welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.

<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Relevant professional qualification and Health and Care Professions Council registration where required.</li> <li>• Up to date working knowledge of relevant national and local policy and statutory guidance and legislation in relation to the provision of social care services.</li> <li>• Sound knowledge of social care processes and responsibilities in line with personalisation, self-directed support and person centred planning.</li> <li>• An understanding of the principles of confidentiality and information governance and how these apply to social care.</li> <li>• An understanding of diversity and how it affects practice.</li> <li>• Ability to communicate appropriately and in a timely way with individuals, carers families, other professionals and team members which is clear, fluent, concise and jargon free and in a courteous calm and professional manner. This includes both verbal and written communication.</li> <li>• Ability to routinely explain professional reasoning, judgements and decisions made and record these in a clear concise way.</li> <li>• Ability to write assessment documents, letters, emails and reports in a way that is clear and easily understood by anyone reading them.</li> <li>• Ability to co-operate and work well with others, support colleagues both within and outside of the team and contribute to the successful achievement of team goals, sharing information and learning whilst supporting others.</li> <li>• Competent in the use of basic IT skills.</li> <li>• Competent in the use of basic numeracy skills with the ability to understand and explain basic cost information.</li> <li>• Ability and willingness to develop effective professional reflective supervision skills to support less experienced qualified staff.</li> </ul>
<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<ul style="list-style-type: none"> <li>• A qualification in Social Work</li> <li>• Experience in different areas of social work assessment</li> <li>• Ability to identify the impact of power and work to develop anti-oppressive and anti-discriminatory practices.</li> <li>• Ability to sustain appropriate relationships and manage personal and professional boundaries, particularly with foster carers.</li> <li>• Hold a full valid driving licence, have use of a car, and be willing to travel round the county to meet the demands of the job.</li> </ul>
<p><b>Role Summary</b></p>	<p>Roles at this level provide professional social work, occupational therapy and other support to individuals, children, families and carers living in Surrey in line with the requirements of current, relevant, national legislation and local policies and procedures. They engage with individuals, children, families, groups and communities to assess and intervene and using professional judgement employ a range of interventions promoting choice, control and independence.</p>