



Job description	
Job title	Family Support Worker – Special Guardianship
Pay Band	G
Directorate	Children's Services
Section/team	Fostering / Permanence service
Accountable to	Team Manager
Responsible for	
Date reviewed	March 2021

Purpose of the job

To work as a member of the fostering team delivering support, advice, assessment and training to Special Guardians, foster carers and children and young people.

The post-holder will contribute to assessment, planning and intervention for families as set out by a Social Worker and will work in partnership with Special Guardians, foster carers, parents and children by providing assessments, support, advice and training as recommended by Children's Social Care and or the Court.

Duties and responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To act with persistence, assertiveness and creativity in order to engage challenging, vulnerable families with multiple needs which may impact negatively on outcomes for children, adults and the family as a whole.
2. To carry out observations, support and provide advice to Special Guardian(s) or foster carer and children and young people and their families.
3. To support the development of a Special Guardian(s) and family and friends foster carers.
4. To manage a caseload of children and young people supported under Special Guardianship arrangements. This includes being the key



worker for those families receiving support packages, establishing agreed plans for support and reviewing them as appropriate.

5. To offer advice, counselling and support to those cared for by Special Guardians and or family and friends and their carers/legal guardians.
6. Promote responsible behaviour and positive relationships between the young person and their family/carers and support placements at times of crisis.
7. To undertake the day-to-day responsibilities delegated by the team manager as identified in the service plan, Guidance and Regulations.
8. To demonstrate the ability to be able to remain calm and diffuse and manage potentially difficult/confrontational situations.
9. To assess, provide and or apply for services under the Adoption Support Fund.
10. To contribute towards assessments as agreed with the Children's Social Worker.
11. To manage and co-ordinate indirect contact through an Information Exchange Letter Box System, providing advice and support for Special Guardian(s) families pre and post order and supporting in support groups and social events.
12. To have a good understanding of risk and be able to respond appropriately to incidents relating to child protection and safeguarding and maintain client confidentiality and information sharing protocols.
13. To ensure that children, young people and families are fully involved in planning and decision making and are consulted with in relation with the support plans and any interventions.
14. To contribute to the training delivered for Special Guardians / foster carers and providing some life story work in line with any support plans either pre or post the Special Guardianship Order or placement with family and friends foster carer.
15. To contribute to the protection of the public and the safeguarding of children and young people, taking particular account of policy and procedures on the support and management of young people who are vulnerable or present a risk of harm to others



16. To maintain accurate, quality and timely records on ICS and actively support the audit process and use analysed findings to improve future practice.
17. To work flexibly to meet the needs of the service. This will encompass some early mornings, evenings and weekend work which may take place in service-users homes.
18. To work flexibly across the Borough and City region.
19. Ensure that Children's Social Care information systems are maintained and updated as policy and procedure dictate.
20. To undertake personal learning and development to address identified learning and development needs of the post holder and the service
21. To carry out all responsibilities with due regard for Knowsley Council's equality and diversity policies and procedures.
22. Actively contribute to the gathering of information from service users and partner agencies to evaluate service delivery and provide evidence of performance against service objectives and inform future service delivery.
23. To undertake any other duties commensurate with the grading of this post, as required by the Assistant Executive Director for Children or their delegated Officer.

Health and safety

- To exercise due regard for personal health & safety and comply with all the requirements of Health and Safety legislation and Council Policy bringing issues to the notice of managers and taking appropriate action where necessary.
- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.