

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 03152

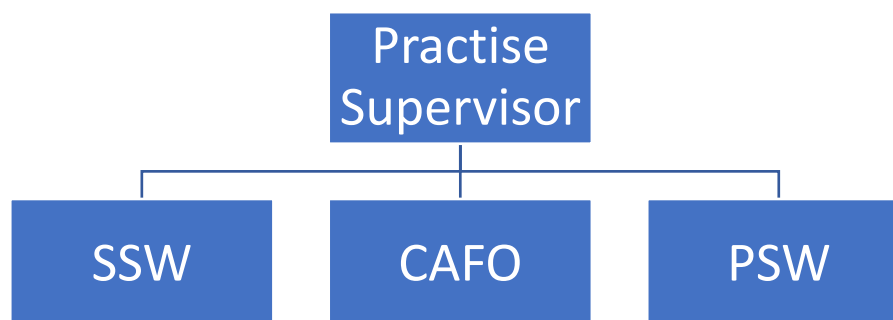
Service Area: Fostering

Grade: G7

Job Title: Children and Families officer

PURPOSE OF JOB:

- To act as a key worker working within the fostering service supporting with the recruitment of foster carers, To work alongside qualified social workers to assess the suitability of foster carers
- Holding a case load of initial visits to prospective foster carers.
- To assess the suitability of a fostering application, to complete a written assessment with recommendations
- To support in the facilitation of the information evenings and fostering Preparation courses.
- To offer support to foster carers and families as part of the fostering duty line.
- To identify foster placements for children and young people and prioritize the requests
- To quality assure placement referral request and children's profiles
- To support and oversee foster carers who offer staying put arrangements in accordance with regulation and statutory guidance.
- To liaise with social workers based across the county regarding placements
- To have oversight of, and to screen referrals through to in-house and private sector arrangements.
- To support foster carers and young people within the Staying Put arrangement.
- To assess the suitability of a Staying put arrangement and make recommendations for placement.
- To assess the financial allowances and payments for staying put Carers.
- To complete the license agreements, for Staying put
- To review and terminate the arrangements for staying put, including the financial arrangements and addressing issues of concern.
- Complete the support and review of all Staying Put arrangements alongside the SSW's to ensure providers are supporting the adults within the spirit of the guidance and license arrangements

TEAM STRUCTURE:**MAIN DUTIES:**

1	To work within policies, practices and procedures of Children's Services Directorate. To support a caseload of foster carer households, within the appropriate level of responsibility including direct work with Children and Young People. The Post holder will work in a team in conjunction with the Practice Supervisor/Team Manager through available support systems such as supervision, appraisal and team meetings
2	To work collaboratively with colleagues and partner agencies to support the staying put service. To liaise with Adult Social Care and external providers to discuss the suitability of Staying Put Arrangements and attend Best Interests Decision meetings when necessary
3	To maintain the performance data for duty desk managing statistics considering themes and trends To maintain the data for staying put arrangements and contributing to the quarterly and annual reports and Ofsted data return.
4	To assess the suitability of staying put arrangements, To complete placement agreements and financial assessments in relation to the staying put arrangement.
5	To quality assure Foster carer profiles for matching purposes To quality assure placement requests to ensure appropriate referral.
6	To work as part of the fostering duty team, to identify suitable foster placements for children and young people, either in an emergency basis or in a planned way.
7	To work as fostering duty worker, To answer queries from foster carers, offering supporting and advice, referring on to the supervising social worker or practise supervisor.
8	To assess suitability of placement requests, considering the matching of foster carers, children and young people.
9	To retain up to date records of the availability of foster carers and placements.
10	To work closely with LCC placements with regards to placement referrals. To support with the reviewing of procedures and criteria regarding placement requests.
11	To support with the recruitment of foster carers, completing initial fostering visits to households to advise prospective carers of the requirements of fostering and to assess their suitability to progress with their application.
12	To support with the facilitation of Information evenings and preparation course. To support with the development and the delivery of projects and work streams working with children and young people.
13	To effectively manage the workload, demonstrate good time management. To ensure information on the electronic case management system is maintained accurately and up to date.
14	To consistently prepare for and attend supervision.
15	Participate in learning and development as required by the Team Manager. Understand the usefulness of performance information and to ensure the completion of the appropriate paperwork to capture such information accurately.
16	As an employee, create a positive image of the County Council in terms of managing reputation. Deliver excellent customer service, incorporating the Council's equality and diversity

	objectives and supporting the council to achieve best practice in all it delivers Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice To take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness.
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PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
The Post holder will need to demonstrate they have the ability to effectively engage with families, prospective foster carers and approved foster carers.	A I	x	
To be a key team player and work closely with staff members and specialist workers from other agencies, local authorities and organisations in terms of delivering the leaving care responsibilities for children who have been in care.	A I	x	
Ability to undertake family assessments	A I	x	
Ability to advocate, negotiate and challenge on behalf of foster carer households in a variety of settings	A I	x	
The Post holder will require excellent written and oral communication to enable them to assess prospective foster carers and to support foster carer households.	A I	x	
Ability to produce and maintain accurate records and reports and present these within the Leaving Care Service and work in conjunction with the work of the Leaving Care service to recruit Supported Lodgings providers.	A I	x	
The Post holder will need to have a broad understanding of the Fostering Regulations, the National minimum standards and Staying Put good practice guidance	A I	x	
Knowledge of child development.	A I	x	
Knowledge of Safeguarding and risk management.	A I	x	
Understanding and knowledge of attachment and trauma.	A I	X	

Positive attitude to the promotion of diversity and equal opportunities.	A I	x	
Ability to recognise, appreciate and work within different organisations' cultures.	A I	x	
Ability to deliver a wide range of parenting interventions.	A I	x	
Post holder must hold a U.K Driving license and have access to a vehicle for work purposes.	A	x	
Commitment and understanding of Health & Safety	A I	x	
Proficient information and IT skills to enable effective communication with internal and external agencies.	A	x	
Post holder is required to have 3 years experience working with service users and carers in a social care or equivalent setting.	A	x	
The post holder will be prepared to utilize the training opportunities offered by the Training section of the Directorate.	A I	x	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Details:	
Job Title	Children & Families Officer - Fostering
Identifier	03152
Director Area	Children's Services
Service Area	Regulated
Section	
Date	
Analyst Name	
Job Status	
Score	428
Grade	Grade 7
Description	

Factor Levels:	
Supervision/Management Of People	1
Dispersal Awarded	No
Creativity & Innovation	4
Contacts & Relationships	4
Decisions - Discretion	2
Decisions - Consequences	2
Resources	1
Work Demands	3
Physical Demands	1
Working Conditions	1
Work Context	3
Knowledge & Skill	4