Role tITLE: Supervising Social Worker

Department: Children's and Young Peoples Services

Reports to: PSW/Team Manager

Grade: PO1 – Po3 (£38,037 - £44,691)

Responsible for: NA

ROLE DESCRIPTION

To contribute to the effective delivery of a fostering service to foster carers and connected persons foster carer and the children placed with them in conjunction with the professional network.

Key Service Priorities

- To provide a range of placements that are able to provide high quality care to the Tri-Borough Children Looked After population this reducing reliance on independent fostering agencies and voluntary adoption agencies.
- To provide a cost-effective service, that is delivered efficiently within existing resources, and which responds promptly to requests for information and deals effectively with concerns and complaints from a variety of stakeholders.
- To contribute to the strategic direction of the shared service helping to re-align resources to meet identified needs.
- To ensure that carers are supported and equipped to meet placement needs and requirements.

ABOUT THE ROLE

You will need to:

- Hold and manage a caseload agreed and determined with the line manager which reflects the function of the team in line with statutory requirements and departmental policies.
- Contribute through team meetings and organisational events, to the development of the service.
- Take part in the provision of training programmes on fostering services for fostering families and social workers within the Shared Service.
- Maintain accurate, objective, up to date and relevant case recordings and any other records as specified in departmental guidance and procedures.
- Ensure key data and information is entered into electronic data systems in a timely manner.
- Ensure the provision of support groups for those affected by foster carers.

- Advise social workers on support and contact arrangements, particularly with reference to the writing of fostering support plans.
- Advise social workers on support and contact arrangements when preparing reports and statements for Court.
- Promote permanence planning.
- Attend panel and provide high quality reports as required.
- Participate in the duty system.
- Participate in regular supervision.
- Ensure all financial transactions are fully written up and accounted for.
- Represent the team at departmental and inter-agency meetings as necessary.
- Contribute to the development of the work of the team and the Department.
- Keep abreast of childcare legislation, fostering legislation and regulations and departmental policies and procedures.
- Undertake other such relevant duties as required by the manager.

In accordance with shared service working arrangements, your employment will be with LBHF. Under the S113 of the Local Government Act 1972 you may be required to act on behalf of one or both of the other two boroughs, RBKC and Westminster City Council. This may mean that the location of your employment will vary.

The duties and responsibilities outlined in this job profile are indicative of the role; however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

ABOUT YOU

Knowledge & Skills:

- Social Work degree or equivalent. 'Social Work England' registration.
- The ability to assess in a non-discriminatory way the needs of children and their families form all section of the community and to develop and implement, in partnership with families and other professionals, effective plans.
- Knowledge of children's legislation – Children Act 1989, Adoption and Children Act 2002, National Minimum Standards.
- An understanding of family placement work and permanence planning
- The ability to keep accurate records in line with policy or access to records by service user.
- Demonstrate knowledge of key policy and research issues in the field of childcare.

- The ability to prioritise a case load/work load, to be able to use line management supervision appropriately, to understand its' purpose and importance and to be able to work as an effective member of a social work team

- A commitment to the Council's Equal Opportunities and Customer Care policies and the ability to understand and implement the policies in relation to the job responsibilities.

ABOUT US

How we act defines who we are. At the heart of our organisation is a common approach to defining 'who we are'. We are looking for people that can build this into everything they do.



Corporate requirements

Civil and Other Emergencies

To support the Council's role in planning for and responding to civil and council emergencies using skills/expertise of the post holder, and in accordance with council emergency procedures. To provide emergency contact details for the purposes of emergency and service continuity plans. To ensure that you have read your Service's business continuity plan and keep abreast of any updates, so that you know what to do, if the plan is activated. To participate in any testing of emergency plans, as directed and take an active role in making suggestions to improve team plans.

Digital

To use the Council's office-based and mobile IT services for the input, access and transmission of information using the appropriate level of information security and classification through the use of electronic mail, diaries, word-processing, spreadsheets and databases as well as any specific job-related applications as required to carry out the duties of the post.

Information Management

To comply with information rights legislation and the Council's data quality and information management standards by applying information management related policies.

To report instances of non-compliance, errors, omissions or inadequacies in procedures to the business unit manager.

Health and Safety
To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with the Health & Safety legislation.

To co-operate with the Council insofar as is necessary to enable it to comply with its duties under relevant health and safety legislation.

Agile working
H&F prides itself on being an agile workforce and promotes flexible working opportunities.

Safeguarding of Children, Young People and Adults (for all front-line staff in Children's Services and Adult Social Care)
To be aware of and work in accordance with the Council's child and adult protection policies and procedures in order to safeguard and promote the welfare of children and adults and to raise any concerns relating to such procedures which may be noted during the course of duty.

For further information on whether a Standard or Enhanced Disclosure check is required, managers should refer to Disclosure and Barring Scheme guidance

Equity Diversity and Inclusion Statement
We're committed to making Hammersmith & Fulham one of the most inclusive borough's in the country; a place where everyone feels valued, included and has equitable access to opportunities.

Hammersmith and Fulham is an inclusive employer and welcomes applications from all sections of the community. We work to eradicate discrimination on the basis of race, religion, gender, gender identity, sexual orientation, disability, pregnancy and maternity, age and marital status. We also recognise that people can be disadvantaged by their social and economic circumstances, so we will also work to eliminate discrimination and disadvantage caused by social class.

We will be pleased to consider applications from candidates seeking flexible working arrangements.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the advertised role.