



Independent
Foster Care
Services

Making a difference

Social Worker **Job Description**

The Social Worker will provide the primary support for Foster Carers and children and young people within IFCS. The Social Worker will regularly contact Foster Carers and visit each Foster Carer once every week. During each weekly visit the Social Worker must see the child or young person in foster care alone, to give the child or young person an opportunity to say how they are feeling and what they think of the placement.

The Social Worker will complete written records of each of their contacts with children and young people in foster care, assist the Foster Carers in the compilation of their daily records on the children and young people they are looking after, and pass these records to the Admin Officers for processing.

The Social Worker will complete written records of each of their contacts and visits to Foster Carers and pass these to the Admin Officers for processing. Every 3 months the Social Worker will complete Three Monthly Supervision of Foster Carers.

The Social Worker has responsibility for acting as the IFCS Duty Officer at times. The Social Worker will provide out of hours support for Foster Carers and children and young people at times via a rota.

The Social Worker has responsibility for completing home assessments for prospective Foster Carers and submitting these assessments to the IFCS Foster Panel.

The Social Worker has responsibility, under the supervision of the Deputy Manager, for ensuring Foster Carers are complying with all sections of their Foster Carer Agreement.

The Social Worker has responsibility, under the supervision of the Deputy Manager, for ensuring Foster Carers are complying with the requirements of IFCS Foster Carers Health and Safety Policy, and for completing the IFCS Health and Safety Assessment Checklist, which must be completed before Foster Carers can be presented to Panel and again before every Annual Review, and as required.

The Social Worker has responsibility for attending all Statutory Reviews and other meetings in respect of children and young people in foster care with IFCS.

The Social Worker has responsibility for completing detailed progress reports on children and young people in foster care with IFCS for Statutory Reviews and other meetings. These reports will be written by the Social Worker in consultation with the Foster Carers and children and young people, and will use information from the IFCS Foster Carer Daily Recording Sheets and IFCS Health Record, as well as information detailed by the Social Worker on General Recording Sheets.

Independent Foster Care Services

Company Number 4645203

Head Office, Solva House, Springmeadow Business Par, Wentloog, Rumney, Cardiff, CF3 2ES

Tel 02920 837320 Fax 02920 837321 Email office@ifcswales.co.uk Web www.ifcswales.co.uk

Swansea and West Branch, Unit 2 (Block A), Dragon 24, Penllergaer, Swansea, SA4 9HJ

Tel 01792 222510 Fax 01792 222511 Email office@ifcswales.co.uk Web www.ifcswales.co.uk

The Social Worker will support Foster Carers in the transport of children and young people to various necessary venues when required. Foster Carers will be primarily expected to transport children and young people in their care to necessary venues, but if support is requested the Social Worker must assist.

The Social Worker has responsibility for supervising contact between children and young people and their parents if requested by a placing Local Authority.

The Social Worker has responsibility for completing life-story work with children and young people in foster care with IFCS if requested to do so by the responsible Local Authority.

The Social Worker must attend Supervision with their line manager every three weeks.

The Social Worker must attend training as required by IFCS procedures and as identified as necessary for further professional development in supervision. The Social Worker will at times be required to attend joint training with Foster Carers.

The Social Worker has responsibility for investigating complaints from Foster Carers and children and young people that are at Stage 1 of the IFCS Complaints Procedure.

The Social Worker has an absolute duty to report all information to the correct responsible Local Authority and/or the Police and their line manager, which indicates a child or young person has suffered significant harm or may suffer such harm. Failure to carry out this duty will result in formal discipline.

The Social Worker may be asked to undertake other duties as directed by their line manager and the Service Manager.

The Social Worker has a responsibility for ensuring that the demands and commitments made within the company's 3-year Business Plan, the Statement of Purpose and the Procedure Manual are met and upheld, in the context of the National Minimum Standards For Fostering Agencies and The Fostering Services (Wales) Regulations 2003.

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Person Specification

<u>Social Worker</u> <u>Person Specification</u>		
<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>
Professional qualification relevant to working with children, which must be NVQ level 4 or the DipSW or CQSW or another qualification that matches the required competencies.	X	
At least 2 years post qualifying experience working in children's services, including the assessment of prospective foster carers.		X
Experience of supporting foster carers and supporting children and young people in foster care.	X	
A knowledge of the National Minimum Standards For Fostering Services and the Fostering Services (Wales) Regulations 2003.	X	
A knowledge of procedures relating to looked after children and young people, and the protection of children and young people.	X	
A knowledge of the Children Act 1989, the Children Act Regulations and Guidance, Safeguarding Children - Working Together under the Children Act 2004 and associated child protection policies and guidance, Towards a Stable Life and Brighter Future, and the regulatory requirements under the Care Standards Act 2000.	X	
A knowledge of child development, attachment theory, and the Framework for the Assessment of Children in Needs and their Families.		X
A Knowledge and experience of life story work with children and young people.		X
A commitment to valuing and serving all in society regardless of gender, sexuality, religion, race or culture, or differing abilities.	X	
IT skills.	X	
A willingness to work out of office hours, and contribute to staffing the out of office hours Duty Rota.	X	
A willingness to accept ongoing professional training, formal supervision and annual appraisals.	X	
A willingness to submit to Police and Health checks.	X	
Driving licence and use of a car.	X	
Ability to listen and work in partnership with children and young people, parents, Foster Carers and professionals.	X	

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