ROYAL GREENWICH COUNCIL

JOB DESCRIPTION

DIRECTORATE: Children's Services

SECTION: Permanence Service – Fostering

GRADE: SO2

DESIGNATION: Fostering Support Worker

REPORTS TO: Fostering Team Leader

Purpose of Job

1. To work with foster carers, special guardians, private foster carers and other people who are looking after someone else's children, to ensure that children's needs are met and that they are able to live as normal a life as possible through providing where required appropriate support and assistance, directly and indirectly, individually or jointly with others, to their carers as necessary.

Main Duties

2. Co-ordinate, via telephone and email communication, and/or directly deliver face-to-face help where required to foster carers and others to support their care of children.

3. To conduct planned and as the need arises immediate home visits: to provide assistance to carers; and to monitor the welfare of children in private fostering arrangements.

4. To work autonomously to provide direct support and guidance to carers in their homes and manage conflictual care relationship difficulties at times of placement fragility.

5. To work alongside social workers and other professionals to ensure that children's care arrangements are safe and able to meet their needs; and that key principles in relation to safeguarding and promoting the welfare of children are followed.

6. Manage appropriately a caseload and case related tasks consistent with that expected of an unqualified social worker.

7. To participate in a daily duty rota to provide a point of contact for the Fostering Service to respond to telephone, email, letter enquiries and office visits.

8. Maintain timely and accurate case records and related information systems to the required standards.

9. To assist in the arrangements for events and activities for carers, their families and children fostered.

10. To support recruitment activity for new foster carers.

11. Contribute in supervision and to team and service meetings in order to improve the quality and effectiveness of the team and service.

12. Act in accordance with policies, procedures and guidance relating to confidentiality and information sharing, Customer Care, the use of ICT, and resource management.

13. To work flexibly which may require from time-to-time working outside normal office hours for which time off in lieu arrangements will apply.

14. To ensure at all times that work undertaken actively promotes the Council's Equal Opportunities Policy and reflects the values which underpin the provision of foster care services as set out in the NMS.

15. Contribute to reducing risks to the health, safety and well-being of staff and others working in the service by acting in accordance with agreed procedures.

16. To undertake any other work appropriate to the level and general nature of the post's duties.