

## **BRIGHTON & HOVE CITY COUNCIL**

### **JOB DESCRIPTION**

**JOB TITLE:** Social Worker

**REPORTS TO:** Pod Manager

**DEPARTMENT:** Families, Children & Learning – Fostering Placements and Permanence

**SECTION:** Family and Friends

### **PURPOSE OF JOB**

To undertake a range of statutory duties within the Fostering, Placement and Permanence Service in accordance with the Children Act 1989, Working Together to Safeguard Children and Every Child Matters guidance, National Care Standards Act 2000, Adoption & Children Act 2002 and associated regulation and guidance, and National Minimum Adoption Standards 2011. Workers are accountable to the Family and Friends Pod Manager through the framework of supervision, for work with prospective and approved family and friends foster carers and/or permanent carers, professionals within the team around a child or family and professionals in partner agencies.

### **GENERAL ACCOUNTABILITIES**

1. Assessment, support/supervision and review of prospective family and friends carers.
2. Assessment of support needs and making applications to the Adoption Support Fund.
3. Providing training to family and friends carers on a range of topics relevant to their needs.
4. Involvement in development projects to continually improve the service provision and respond to the needs of carers and other parts of the service.
5. Provision of information, advocacy for and on behalf of clients and mobilisation of the necessary resources.
6. Provision of consultation to other professionals from the specialist knowledge base of the family and friends perspective.
7. Liaison with other agencies in the provision of an effective service to the client group.

8. Empowerment of clients to develop and maintain a capacity for coping without the need for statutory involvement.
9. Maintenance of written and computer records of work undertaken in accordance with Directorate guidelines and client access to files.
10. Maintenance of knowledge of relevant legislation, departmental and corporate policies and procedures relating to looked after children, children in need, child protection, adoption and permanence as necessary to achieve a high quality of service delivery across the Directorate.
11. To uphold and carry out the duties of the post with due regard to Equalities and Equality in Employment Policies and Health and Safety Policy.

### **Equalities**

To uphold and carry out the duties of the post with due regard to the City Council's Equalities & Inclusion Policy.

### **Health & Safety**

You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

### **General**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## **BRIGHTON & HOVE CITY COUNCIL**

### **PERSON SPECIFICATION**

**JOB TITLE:** Social Worker

**DEPARTMENT:** FCL, Fostering Placements and Permanence

**SECTION:** Family and Friends Pod

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### **ESSENTIAL CRITERIA**

#### **Job Related Education, Qualifications & Knowledge**

- Professional Social Work Qualification, e.g. CQSW, Dip(SW), MSW, MSc
- Current registration with Social Work England
- Post Qualifying Award
- Knowledge of the Children Act 1989, Working Together to Safeguard Children, and Every Child Matters guidance, National Care Standards Act 2000, Adoption & Children Act 2002, and associated fostering and adoption regulations, guidance and National Minimum Adoption Standards.
- Understanding of safeguarding policies, procedures and practices.
- Ability to assess children and families in relation to their need for support and/or protection from harm.
- Ability to assess families in relation to their capacity to parent looked after children and offer permanence via Child Arrangement Orders or Special Guardianship.
- Ability to communicate clearly and provide intelligible, comprehensive and detailed reports and recording.
- Ability to use evidence and research to inform practice and decision making.

#### **Experience**

- Evidence of direct work and assessment skills with prospective family and friends carers, children in need and their families.
- Evidence of permanence planning for children.
- Evidence of providing support and guidance to other professionals
- Evidence of complex casework

#### **Skills/Abilities**

- A commitment to equal opportunities and anti-discriminatory practice.
- An ability to work constructively and co-jointly with colleagues.
- Able to demonstrate reliability, consistency and commitment to work with children and families.
- A commitment to joint agency working.
- A commitment to learning and professional development

## **Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.