

# Phoenix Fostering Job Description

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<b>Post</b>	<b>Supervising Social Worker (Newly Qualified)</b>
<b>Field Locations</b> <b>Office based at</b>	Various - dependent on caseload Queens Meadow, Wigmore, Herefordshire HR6 9UZ
<b>Responsible To</b>	Registered Manager / allocated supervisor
<b>Working Hours</b>	39 hours per week, 9.00am – 5.00pm Monday – Thursday & 9.00am – 4.00pm Friday (On Call duties and some flexibility will be required outside of standard office hours)
<b>Checks</b>	Employment References, 1 Character Reference and an Enhanced DBS Disclosure will be required for this post. You must be able to provide evidence of qualifications and registration relevant to this position
<b>Salary</b>	Starting salary from £28,000 - £32,000 per annum

## 1.1 Fostering Standards

Social workers are required to work in partnership with Phoenix Fostering colleagues in order to ensure that all aspects of the functioning and service provision of the agency meet, and ideally exceed, the National Minimum Standards for Fostering Services and The Fostering Services (England) Regulations 2011 and other relevant and current statutory requirements and guidance, paying particular attention to the 5 outcomes for children and young people (Every Child Matters).

The supervising social worker must work within the standards and requirements of the National Social Work regulator (Social Work England) and meet the requirements for continued registration.

## 1.2 Summary of Responsibilities

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To carry a small caseload initially and work towards a maximum of twelve families (unless otherwise agreed) in accordance with Phoenix Fostering policies and procedures and the Fostering Services National Minimum Standards (2011).

To provide monthly supervision for a caseload of fostering households, including ongoing assessments of health and safety and safer caring within the home, and unannounced visits on a regular basis.

To manage the placements of children and young people, including coordinating, chairing, and facilitating regular meetings, liaising with all professionals involved in each placement.

To ensure that the protection of children and the promotion of the child's welfare is given absolute priority in all areas of service provision and practice.

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To ensure that all serious incidents (including allegations against foster carers or other members of staff) are recorded, investigated and acted upon appropriately, and in accordance with Phoenix Fostering and statutory safeguarding policies, procedures and guidance.

To ensure that children/young people's opinions and those of significant others are sought and represented where possible regarding all issues that are likely to affect their daily lives and their futures.

To liaise with local authority social workers and other external professionals involved in the placements of children and young people.

To support and facilitate contact between children, their families and/or significant others, as agreed in each child's placement plan.

To assist in the monitoring and regular review of the suitability and competence of foster carers, ensuring that they provide a safe, healthy, nurturing and educationally stimulating environment for children and young people. This will include contributing to probationary and annual review reports regarding foster carers for presentation to the fostering panel or independent reviewing professional.

To be prepared to sit as a voting member on the Phoenix panel as required or necessary.

To work alongside the registered manager, services manager, PBS (behaviour) specialist and family support team to ensure that foster carers are adequately supported and children and young people's needs are being met.

To ensure that foster carers fully understand the fostering task, the competences that must be achieved and the minimum standards that are expected to be met.

To be prepared to undertake Form F assessments of prospective foster carers and their families when required. Initially you will be trained, supported and supervised throughout the Form F process.

To ensure that foster carers, children/young people and their significant others have access to and understand the Phoenix complaints procedure, and are supported to raise and pursue concerns and complaints wherever appropriate and necessary.

To participate in the provision of a 24 hour on call service to foster carers. This will involve providing support to existing foster carers and ensuring that each child or young person placed is carefully matched with foster carers capable of meeting their needs.

To look at referrals from local authorities once an appropriate match has been considered from within your caseload, undertaking the matching process, producing placement proposals, and placing children and young people with foster carers (you will be supported throughout this process). When taking referrals, social workers must obtain all pertinent information including chronologies, LAC documentation, core assessments, etc, from local authorities and/or other relevant parties as soon as possible. Part of the matching process

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will involve identifying any potential 'gaps' in service provision, and organising support in order to meet these requirements.

Social workers work in partnership with the PBS specialist and are responsible for conducting (and recording) risk assessments regarding all prospective placements of children and young people with Phoenix foster carers, including where children and young people receive respite care. These sit in line with the positive behaviour support plans.

To ensure that placement meetings are conducted, and placement agreements completed, prior to (or as soon as possible thereafter) each child or young person's placement.

To ensure that all of the foster carers with whom they work have a comprehensive, up to date safer caring policy, and that this policy is adapted for each child or young person placed with a foster carer and distributed to the social worker of each child and young person for whom they are responsible.

Where practicable, social workers will facilitate a planned introduction process between children/young people and the foster carer/s they will be placed with.

To support the provision of preparation training for prospective foster carers, and in the coordination, development and delivery of the Phoenix post-approval training programme.

To ensure that foster carers understand, accept and comply with all policy, procedures and guidance published by Phoenix. To address 'gaps' in such understanding, and challenge non-compliance or misconduct by foster carers.

To ensure that the needs of foster carers are monitored and responded to, and to ensure that foster carers utilise respite appropriately and in the best interests of the family and the children/young people placed with the family.

To keep comprehensive records regarding foster carers, children and young people, and all other work undertaken within Phoenix (you will be supported by our administrative team with these tasks).

To establish and maintain comprehensive files for all children and young people for whom the social worker is responsible (you will be supported by our administrative team with this task).

To participate in regular training and take up opportunities for personal and professional development. To be prepared to acquire knowledge and expertise in attachment disorders and developmental (complex) trauma, and other aspects of the Phoenix Model including positive behaviour support, DDP and other therapeutic approaches.

To support foster carers and family support workers in preparing young people for independent or semi-independent living.

To support foster carers and family support workers in preparing children and their foster carers for permanent or adoptive placements.

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To liaise with professionals and other individuals outside Phoenix in order to ensure that regular and comprehensive information regarding each child or young person is relayed to appropriate professionals and other individuals in a timely manner.

To work effectively as part of a team in order to provide the best possible standard of care, intervention and outcomes for children and young people.

To attend regular supervision sessions. To participate actively in a personal and professional development plan.

To ensure that all aspects of social work practice meet and ideally exceed National Minimum Standards, current policy and guidance, and best practice.

To ensure that all social work practice is anti-discriminatory, to actively challenge discriminatory or oppressive practice and behaviour in others, and to promote equality in all professional activities.

To monitor the services that children, young people and their families are being provided with, and ensure that these services are appropriately responsive to assessed needs, as well as promoting equality and valuing diversity.

To represent Phoenix Fostering in a professional capacity wherever necessary at a local or national level.

To perform any other duties or functions that reasonably fall within the duties and responsibilities of a social worker level post within a fostering organisation.

Social workers must be able to communicate effectively (both verbally and in writing) with professionals internally and externally in a clear and professional manner regarding all aspects of their role and the placements they manage. In line with the information provided in the Phoenix Fostering staff handbook, social workers will adhere to professional conduct as outlined in this document, in Phoenix Fostering policies and procedures, and statutory legislation, policies, procedures and guidance.

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## Personal Responsibilities

**Health and Safety** – All employees are responsible for their own actions within the work place and must adhere to the Health and Safety Policies and Procedures in place. Each individual will be responsible for assessing the safety of their own work space and equipment and to report any concerns immediately.

**Code of Conduct** – All employees must adhere to the Phoenix Fostering Code of Conduct and Practice as outlined in the employee handbook.

**Statement of Purpose** – All employees are responsible for reading and agreeing to abide by the ethos of Phoenix Fostering as set out in its Statement of Purpose.

**Achieve** – All employees should strive to overachieve in their area of work. They should be committed in their approach to best practice and should ensure that their supervisor is informed of any obstruction for achieving within the role or any ideas on improvement as part of the ongoing commitment to improving the organisation.

**Supervision and PPDP** – All employees will be expected to attend regular supervision, actively develop through their PPDP and take up training opportunities provided.

**Equality & Diversity** – All employees are expected to support and comply with the equality and diversity policy.

### 1.3 Complaints, Allegations, Disclosures & Notifications

To record and report any complaints made by children and young people, their significant others, foster carers, staff members, external professionals, or any interested parties such as members of the public, regarding any aspect of Phoenix Fostering service provision, delivery or practice as required following the procedure within the Notifications Policy & Procedures.