

Kent County Council  
Job Description: *Social Work Assistant (Fostering Support)*

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**Directorate:** Children, Young People & Education

**Unit/Section:** Children's Social Work Services

**Grade:** KR7

**Responsible to:** Senior Practitioner/Team Manager

**Purpose of the Job:**

Assist Fostering Social Workers in their role of recruiting, supervising and supporting foster carers and their families who care for children in care (as defined by the Children Act 1989). This role will provide high quality support and training to foster carers, and their families. And will involve working alongside the fostering assessment teams to recruit foster carers across the county.

Assist foster carers to understand the meaning of their child's behaviour and to consider what might help to both manage the behaviour and sustain the relationship what the foster child and increase placement stability.

**Accountabilities**

- Support foster families in practical way and offering advice on foster children, in order to meet agreed care plan to achieve identified outcomes as guided by social workers.
- Advise foster carers on financial issues, health and safety, behaviour management and hygiene, to ensure they maintain the foster home to meet the fostering national minimum standards.
- Advise on practical childcare and parenting skills, including how to meet the emotional needs of children, e.g. setting boundaries and consistent discipline according to the requirements of the agreed care plan.
- Respond in a time of need to provide specific and intensive support to foster carers and their families.
- Offer guidance and support to foster carers regarding contacts between children and other family members, either in the foster home, or at other locations as agreed in the care plan.
- Help foster carers develop personal and interpersonal skills and foster care skills, which enable them to respond to the needs of children placed with them.
- Keep up to date and accurate records of visits and liaise regularly with Fostering Social Workers to assist the ongoing development and appraisal of the foster family's needs.
- Produce and collate written reports and contribute to meetings and reviews as required to assist in the planning and review of the needs of children and foster carers under supervision of the Fostering Social Worker. To attend fostering panel and foster carer reviews as necessary with the Fostering Social Worker.

- Provide observations of the fostering family and produce assessments that can be used to identify issues and inform recommendations for the care plan and the foster carers development.
- Develop and nurture good working relationships with the families, foster carers and other key professionals that we interact with. Assist in recruiting, training and supporting fostering applicants and foster carers alongside facilitating support groups and group meetings.
- Assist Fostering Social Workers with office duties to identify and match children requiring respite care and ensure information is uploaded and recorded within the children's and carers recording systems.
- Attend regular supervision and staff meeting, and undertake training as required to develop the postholders own skills in helping foster carers and foster children.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Social Work Assistant (Fostering Support)*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Educated to GCSE Level or equivalent or NVQ Level 3 Caring for Children and Young People
<b>EXPERIENCE</b>	Previous experience of working with children and / or families
<b>SKILLS AND ABILITIES</b>	<p>Effective communication skills including verbal and written using a variety of tools with children, carers and colleagues.</p> <p>Ability to prioritise and to work effectively on own initiative as well as within a team.</p> <p>Computer literate, excellent use of IT and software systems including ICS.</p> <p>Ability to work on own initiative, as part of a team and able to ask for support and guidance at appropriate times.</p> <p>Willingness to attend and contribute to training opportunities, supervision and team meetings to continuously improve practice.</p> <p>Ability to travel to meet the requirements of the service.</p> <p>Commitment to equalities and the promotion of diversity in all aspects of working</p>
<b>KNOWLEDGE</b>	<p>Knowledge of child development.</p> <p>Broad knowledge of processes, systems, law and regulation that impact on children including child in need, child protection, looked after children.</p> <p>A broad understanding of adoption, fostering and childcare law.</p> <p>Knowledge of issues that impact on children including CSE, gangs and Prevent agenda.</p> <p>Awareness of GDPR and confidentiality issues</p>
<b>BEHAVIOURS AND KENT VALUES</b>	<p>Emotionally resilient.</p> <p>Awareness and commitment to equal opportunities and valuing diversity.</p>

	<p>Self-sufficient, taking personal and professional responsibility for own actions and performance.</p> <p>Flexible in approach to work.</p> <p>Open to change and challenge.</p> <p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• Open</li><li>• Invite contribution and challenge</li><li>• Accountable</li></ul>
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