

## Kent County Council

### Job Description: Social Work Assistant – Fostering Support

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<b>Directorate:</b>	<b>Children, Young People &amp; Education</b>
<b>Unit/Section:</b>	<b>Children's Social Work Services</b>
<b>Grade:</b>	<b>KR7</b>
<b>Responsible to:</b>	<b>Senior Practitioner/Team Manager</b>

#### **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 to foster carers, their families and the children they care for, and will involve working alongside their Fostering social workers . Support the retention and training of foster carers

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.

#### **Main duties and responsibilities:**

- 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 safe care, health and safety, behavior 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 family time 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.
- Maintain the Directorate's records by recording all contacts and up-dating all care and other plans (including costs, providers and monitoring arrangements, and all details of monitoring activity, using SWIFT or LIBERI as appropriate), in order to inform the Directorate's planning process.
- 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 the children in their care so these 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 recruitment and retention of foster carers, training and supporting 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.

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### 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>	<ul style="list-style-type: none"> <li>• Level 2 Diploma in Health and Social Care or equivalent</li> <li>• Working towards Level 3 Diploma in Health and Social Care</li> <li>• GCSE A*-C or equivalent in Mathematics and English</li> <li>• This role is subject to holding a Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experience of working with children and / or families</li> <li>• Experience of working within a multi-agency environment/partnership.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Effective communication skills including verbal and written using a variety of tools with children, carers and colleagues</li> <li>• Ability to prioritise and to work effectively on own initiative as well as within a team.</li> <li>• Computer literate, excellent use of IT and software systems including ICS.</li> <li>• Ability to work on own initiative, as part of a team and able to ask for support and guidance at appropriate times.</li> <li>• Willingness to attend and contribute to training opportunities, supervision and team meetings to continuously improve practice.</li> <li>• Ability to travel to meet the requirements of the service.</li> <li>• Ability and commitment to support the Directorate's Equality and Diversity Policy Statement, which is an integral part of the Directorate's service delivery and relationship with the service user to respect people as individuals regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of child development.</li> <li>• Sound awareness of social issues and knowledge and experience of the problems relating to particular service users including CSE, gangs and Prevent agenda.</li> <li>• Knowledge of key legislation underpinning the provision of social care services for both children and adults eg The Children Act 1989, the Mental Capacity Act 2005 and the Care Act 2014.</li> <li>• Awareness of GDPR and confidentiality issues</li> <li>• Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to health and Safety</li> </ul>

<b>BEHAVIOURS AND KENT VALUES</b>	<b>Kent Values:</b> <ul style="list-style-type: none"><li>• We are brave. We do the right thing, we accept and offer challenge</li><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>
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