

Kent County Council Job Description

Job Title	Kent Supported Homes Training and Recruitment Officer
Directorate	CYPE
Unit/Section	Fostering & Supported Homes Development Team
Proposed Grade	KR7
Responsible to	Team manager

Job Purpose

Manage a workload of Kent Supported Homes assessments across the county of Kent and on occasion outside of the county (if a young person has been placed with connected hosts residing outside the Local Authority area) and adhering to clearly defined timescales. The role will involve supporting the Fostering Service at targeted recruitment and information events, undertaking visits to prospective Supported Homes providers, supporting with the delivery of training and presenting applicants to the Fostering Panels.

Accountabilities

1. To undertake comprehensive and detailed assessments which includes making initial visits to Kent Supported Homes applicants and completing Kent Supported Homes assessments against a prescribed criteria of quality standards and delivery expectations.
2. To fully vet all applicants for suitability of working with children and young adults including undertaking Disclosure and Barring Service (DBS) checks and all other checks and references following safe recruitment procedures.
3. To provide advice and support on the process of approval for new applicants enabling timely progression of applications to Fostering Panel. To liaise closely with the Fostering Panel Teams to enable effective timetabling of Kent Supported Homes applications for panel consideration.
4. Support with the delivery of a range of training for Supported Homes providers in collaboration with the Fostering Training Co-ordinator. To implement robust processes and systematic documentation and evidence in relation to the progression and learning of all providers.
5. Support the Team Manager, working with colleagues within the wider Fostering Service, to significantly increase the number of Kent Supported Homes providers. To ensure the promotion of Kent Supported Homes within Kent by actively contributing ideas to support service delivery. Provide Supported Homes applicants with good quality, accurate and up-to-date advice and information about becoming a Supported Homes provider with Kent County Council.
6. Support in the development of close working partnerships with statutory agencies and providers to facilitate good outcomes for young people.
7. Complete effective and timely recording of accurate information using agreed systems.

Footnote: This job description is provided to assist the job holder to know what their 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

Qualifications	Educated to GCSE Level or equivalent or NVQ Level 3 Caring for Children and Young People
Experience	<p>Previous experience of working with young people and / or families preferably fostering or local authority.</p> <p>Experience of completing assessments.</p> <p>Experience of systemic practice e.g. signs of safety.</p>
Skills and Abilities	<p>Ability to undertake evidence-based assessments, with good theoretical underpinning and the use of relevant research.</p> <p>Good report-writing skills and the ability to communicate clearly in writing.</p> <p>Accurately record information distinguishing conflicting views and perspectives.</p> <p>Ability to prioritise and to work effectively on own initiative as well as within a team.</p> <p>Ability to work within a formal panel setting.</p> <p>Ability to work within an Equal Opportunities, non-discriminatory framework.</p> <p>Good interpersonal skills to communicate effectively with prospective Supported Homes applicants, their children, families 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.</p> <p>Willingness to attend and contribute to training opportunities, supervision and team meetings to continuously improve practice.</p> <p>Ability to contribute and participate in recruitment campaigns to attract and retain new Supported Homes providers to the service.</p> <p>Ability to travel to meet the requirements of the service.</p>
Knowledge	Knowledge of child development.

	<p>Broad knowledge of processes, systems, law and regulation that impact on young people including looked after children.</p> <p>Knowledge of issues that impact on young people including CSE, gangs and Prevent agenda.</p> <p>An appreciation of the issues affecting the needs of children and families across the care continuum.</p> <p>A broad understanding of adoption, fostering and childcare law.</p> <p>Awareness of Data Protection, GDPR and confidentiality issues</p>
Behaviours and Kent Values	<p>Kent Values:</p> <p>Open</p> <p>Invite Contribution and Challenge</p> <p>Accountable</p> <p>If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post.</p>