

Job Profile comprising Job Description and Person Specification

Job Description

Job title: Family Finder Social Worker	Grade: SO2 – PO3
Section: Children and Families.	Directorate: Children's Services
Responsible to following manager: Team Manager, Fostering Team	Responsible for following staff: None
Post Numbers: CO 492	Last Review Date: December 2018

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

To develop an innovative, flexible, high quality and timely family finding service for children whose plan is permanent fostering.

To work collaboratively and flexibly with children's social care, foster carers and other stakeholder to place children in appropriate, nurturing permanent fostering families

To contribute actively to permanency planning on looked after children

Important internal relationships:

- All teams and staff within the Children and Families Division and Safeguarding Standards Service
- Heads of Service, Service Managers and Team Managers across Wandsworth Children's Services
- Colleagues from teams across the Shared Staffing Arrangement (SSA)

Important external relationships:

- Children, young people and their families
- All relevant partner organisations that Wandsworth Children's Services works in partnership with including schools, external service providers and the private and voluntary sector including foster carers and residential care providers; Police; Probation
- Local residents and other customers

Specific Duties and Responsibilities

- To liaise and build strong relationships with Children's Social Care, Independent Reviewing Service, in house and independent fostering agencies and other stakeholders responsible for permanent fostering placement
- To attend permanency planning meetings and provide expert advice and guidance
- To collate information about the child's early life experiences & their current behaviour & profile in order to improve placement choice
- To design and produce children's profiles, DVD's etc and associated marketing materials to promote positive placement choice and outcomes.
- To understand children in the context of their life story and attachment history in order to accurately reflect their ongoing needs & identify a foster family who are capable of meeting those needs.
- Responsible for co-ordinating, developing and delivering an innovative and creative family finding service, for example, a fostering activity day
- Organising and facilitating Exchange Matching events with social work practitioners and foster carers
- Following up on enquiries & processing and sharing information in a sensitive secure way, with interested parties.
- Chair matching meetings and assist in the production of matching reports for fostering panels
- Attend relevant meetings, looked after reviews and all other case discussions relevant to the child's permanence journey.
- To attend permanency tracking meetings and provide the necessary information
- Attendance at Fostering and Permanence Panel
- Contribute to a quarterly report setting out the performance of the service
- Ensure the child's voice is central to planning, matching and placement

- Completing PAR's.
- Undertake appropriate training both internal and external

The Job Description reflects the major tasks to be carried out by the post holder but in the interests of effective working, those tasks may be reviewed from time to time, reflecting changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Generic Duties and Responsibilities

- To keep knowledge up to date of changing contexts at local and national level and take account of these in social care practice; modelling the social care role and contributing to the public face of the organisation.
- Ensure that the voices and views of children and young people are sought, heard and represented appropriately; and evidenced throughout the work.
- To lead the development and implementation of innovative ways of working, taking into account research and experience from own and other services.
- To work with the organisation to ensure that the Standards for Employers of Social Care Workers and Supervision framework is embedded across the service to maintain high standards of social care practice.
- To contribute to the continuous improvement of the services for children and young people in Wandsworth.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

- May be required to attend meetings such as working groups and Partnerships outside of the normal working day.

Person Specification

Job title: Family Finder Social Worker	Grade: SO2 – PO3
Section: Children and Families	Directorate: Children's Service
Responsible to following manager: Team Manager, Fostering Team	Responsible for following staff: None
Post Numbers: CO 492	Last Review Date: December 2018

- **Our Values and Behaviours**

- The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:
- **Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.
- **Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.
- **Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Knowledge and application of the legal, policy and practice framework including the related national minimum standards	A, I & T
Effects of child neglect, trauma, sexual, physical and emotional abuse	A, I & T
Understanding of attachment and associated effects of early childhood deprivation and neglect	A, I & T

Racial awareness and understanding of the importance of a child's identity within the context of their race, culture and life experiences	A, I & T
Attitudes and Values	
Sensitivity and empathy and respect for others	
Understanding of vulnerability, equal opportunities and working within a culture of anti-discriminatory practice	A & I
Understanding of the impact of collating, processing and managing confidential sensitive information and the security aspects of the working environment	I
Flexibility, passion and motivation to meet the demanding needs of the service to improve outcomes for children with a plan for Permanent Fostering	I
Opportunity to be creative and to think outside the box in relation to designing and implementing a creative 'Family Finding' service for looked after children with a plan for Permanent Fostering	A & I
Availability for weekend and evening working when needed	A & I
Flexibility to travel and work across London and outside London	A & I
Skills	
Ability to communicate to a high standard at all levels, both verbally and in writing, with external agencies, individual practitioners in a multi-disciplinary setting	I & T
Ability to make and sustain professional working relationships with foster carers, looked after children and all external partners	I
Ability to work autonomously and prioritise and organise tasks	I
Excellent attention to detail and accuracy with the ability to compose, design and record written information about children	A, I & T
Proactive, organised and methodological, with an ability collate and understand and process sensitive information	A, I & T
Qualifications and Training	
Recognised Social Work Qualification (CQSW, Diploma or Degree	A
Registration with HCPC	A
Previous experience of working in a social work setting or with vulnerable children and families	A, I & T

A – Application form
I – Interview
T – Test
C - Certificate

