

JOB DESCRIPTION – SUPPORT WORKER

Accountability

The Support Worker will be accountable on a day to day basis to the Registered Manager.

Main Purpose of Job

To provide foster carers working with Safehouses Fostering a high level of support to enable them to give the best possible standard of care to children and young people placed within the organisation.

To access and facilitate good communication between all those concerned with the care of children and young people placed with Safehouses Fostering.

To respond promptly to the needs of carers and children.

Responsibilities

1. To support allocated carers, children and young people placed with them.
2. To co -run support groups for carers and for children.
3. To take part in a duty cover rota with others, so that carers have access to professional support and an 'out of hours' service 24 hours a day.
4. To take details of children referred, and to match placements, in conjunction with other team members.
5. To attend all meetings and reviews in connection with the support and management of children and young people placed with Safehouses Fostering.
6. To facilitate contact for children and young people and to supervise, as may be necessary.
7. To transport children and / or carers to meetings / reviews as necessary.
8. To ensure that the needs and requirements of any child placed are well matched to carers, family circumstances and other children in placement.
9. To participate in the assessment of children and young people's needs.
10. To keep clear, written daily records on events surrounding each child or young person placed with Safehouses Fostering.
11. To co-ordinate when necessary children and young person's training and activities.

PERSON SPECIFICATION – SUPPORT WORKER

CRITERIA	DESIRABLE/ESSENTIAL
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Minimum Level 3 in child care qualification (or similar) 	<p>Essential</p>
<p><u>Relevant Experience</u></p> <ul style="list-style-type: none"> • Minimum of 12 months working in child care environment. • Minimum of 12 months working in an education setting. • Experience of direct work with foster carers. • Experience of co-ordinating children and young person's activities. • Experience of working with children and young people in a family setting. • Experience of working within an Independent Fostering Agency. 	<p>Essential</p> <p>Desirable Desirable Desirable</p> <p>Desirable</p> <p>Desirable</p>
<p><u>Knowledge and Experience</u></p> <ul style="list-style-type: none"> • Knowledge of the Fostering Regulations 2011. • Knowledge of Fostering Services – National Minimum Standards. • Knowledge of the Children Act 1989. • Knowledge of children safeguarding procedures and needs of children who require family placements. • Knowledge of child development theories including attachment and separation. • Experience of direct work with foster carers. 	<p>Desirable Desirable</p> <p>Desirable Desirable</p> <p>Desirable Desirable</p>
<p><u>Skills and Abilities</u></p> <ul style="list-style-type: none"> • Excellent interpersonal skills. • Excellent verbal and written communication skills. • Excellent IT skills, using in house computer systems and Microsoft Outlook, Excel, Word and PowerPoint. • Ability to manage time and workload efficiently. • A commitment and knowledge of equal opportunity and anti-discriminatory practice. • Ability to represent the agency in a responsible and effective manner. • Readiness to work corporately with professional bodies. • Prepared to work flexibly, outside office hours, evenings and weekends. • Commitment to children and families. • Ability to liaise effectively with professionals within and outside the agency. 	<p>Essential Essential Essential</p> <p>Essential Essential</p> <p>Essential Essential Essential Essential</p> <p>Essential Essential</p>

<p>Other</p> <ul style="list-style-type: none"> • Holds a full UK clean driving licence. • Is a car owner and able to travel as part of the role. • Enhanced Disclosure and Baring Service check carried out by the Agency. • Adhere to equal opportunities in line with the Equality Act 2000. • A positive and flexible attitude to changes and development. 	<p>Essential Essential Essential</p> <p>Essential</p> <p>Essential</p>
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