

Job Description and Specification: Placement Support Worker

Ascent is a growing children's business that is committed to safeguarding and promoting the welfare of children and young people across our children services, including the fostering agency and residential home. This role is to support children and young people in both types of resource as appropriate to the need of the organisation.

Skills and Knowledge

The post holder must possess:

- Astute assessment and report writing skills and be able to produce analytical and well evidenced reports for internal and external use as required.
- Good interpersonal skills, establishing effective working relationships though which one to one supervision and support is offered to foster carers
- Group work skills, facilitating support groups
- Working knowledge of existing agency Policies and Procedures and their application.
- A good knowledge of the needs of children and young people, youth work experience or a track record in social care.

Purpose

- To support the agency in carrying out its responsibilities towards looked after children.
- To carry out a range of tasks such as:
 - support young people
 - Transporting looked after children to school
 - Supervising contact of looked after children
 - Arranging and joining in activities with the looked after child and/or the fostering household
 - As to required attend meetings to support foster carers, social workers, children
 - Key working
 - Mentoring

- Write logs and reports as required
- Any other supportive tasks as requested by the agency, e.g. health and safety checks at fostering households, unannounced visits etc
- To manage a caseload of children and ensuring
- To respond in crisis and emergency situation
- To work in partnership with the Local authority social work teams and to fully enact and facilitate Care Plans for children in placement.

Key Tasks

Tasks specific to this post:

The following tasks are indicative of those that may be expected from the post holder and are not a complete list of those that a post holder may undertake. Furthermore, if the demands of the agency require it, the post holder may be required to fulfil a range of agency related tasks.

“This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

General duties:

- To proactively support children in placement in respects to behaviour management, mentoring, play, learning, and additional care and support needs.
- To support and mentor children in residential care.
- To accurately record and keep up-to-date information using the appropriate IT and Information systems, in accordance with the agencies policy and Procedures.
- To undertake duty tasks as part of the Ascent rota as directed by the Managers and social worker team.
- To work out of hours as agreed.
- To support family finding and recruitment as appropriate
- To support the placement activity of the agency
- To adhere to all relevant Policies & Procedures and fostering guidance.

Work in partnership with the managers and key professionals to ensure that:

- Foster carers are able to keep safe, children and young people who are in need of protection from abuse, neglect, exploitation or significant harm.
- Foster carers and the “looked after” children and young people placed with them, receive tailored, personalised support that improves the outcomes for them.
- Foster carers prepare children and young people placed with them and work with birth families, where there is a plan for rehabilitation home with their families or carers.
- Effective and constructive relationships with children, young people, their carer’s and their families, and partner agencies are promoted.
- Foster carer’s agreements, placement agreements, support plans and Safe Care policies are relevant, monitored and reviewed.
- Risk is effectively assessed and managed and that appropriate plans for each child or young person are in place and reviewed according to the needs of the child or young person.

Recruitment and Assessment of Foster Carers:

- To participate in campaigns to recruit foster carers
- To respond to inquiries from the public in relation to becoming a foster carers
- To attend and participate in recruitment campaigns for foster carers on a planned rota basis through the year on evening and weekends.

To support children in Residential Care

- To support children placed in the residential home and act as Mentor and support worker
- To support residential; team looking after the young people by offering additional care and support by facilitating sessions as directed
- Supporting education
- And or any appointment as required.

Consultation, Support, Feedback, Complaints & Representations:

- To contribute to, participate in the planning and delivery of support groups

- To directly contribute to the planning and delivery of major agency children events i.e. summer programmes, trips
- To support agency consultation processes with children placed in foster carer s/ residential and other alternative care arrangements.
- To provide information to respond to complaints and representations and where appropriate to attend specific meetings e.g. Mediation, complaints interviews, formal attendance to IRM panels.

Service Quality, Audit, and Inspection:

- To contribute to and directly maintain and improve service quality, maintenance of all records to ensure that the National Minimum Standards Fostering services 2015 are complied with.
- To maintain records in accordance with Children’s homes regulations 2015

Service Information:

- To directly contribute to the development and production of service information to foster carers e.g. Foster carers Newsletter, Website, Publicity material, information packs etc.

Decisions Making

The post holder will:

- Report any safeguarding issues to their manager and work in partnership with the local authority as appropriate to ensure that Safeguarding and procedures are followed.
- Be responsible for their own decision making in relation to the supervision, training, and provision of information to foster carers, and carers involved in alternative care arrangements.

Staff Supervision

The post hold will receive monthly supervision and have an annual appraisal. The social worker will share the responsibility of ensuring supervision is booked and takes place as appropriate. The frequency of supervision may increase according to complexity of cases, where additional support is requested or during the Induction period.

Person Specification: Placement Support worker

| Criteria | Standard |
|----------------|--|
| Qualifications | <ul style="list-style-type: none"> • Degree/ diploma level of education or any other qualification in childcare, youth work (desirable) |
| Knowledge | <p>Applicants are expected to having a sound working knowledge of:</p> <ul style="list-style-type: none"> • London Child Protection Procedures and Safeguarding Children and Young People 2014. • Children Act and its context • National Minimum Standards Fostering Service 2011 • Children’s homes regulations 2015 • Policy and procedures in relation to Looked after children. |
| Skills | <ul style="list-style-type: none"> • Excellent verbal and written communication skills i.e. ability to communicate effectively and express complex concepts and information. • Excellent time-management skills; ability to plan, organise and prioritise a demanding workload and meet deadlines, in order to maintain the delivery of multiple, competing short and long term objectives. • assessment and report writing skills and be able to produce analytical and well evidenced reports for internal and external use as required. • Good interpersonal skills, establishing effective working relationships though which one to one supervision and support is offered to foster carers and promote good customer care. • Ability to effectively work as a team with the professional network within and external to the agency • Good group work skills, facilitating support groups and foster carer team meetings. • Competent IT skills; ability to use electronic systems for storing data and producing reports and presentations. |

| | |
|--------------------------------------|---|
| <p>Experience</p> | <ul style="list-style-type: none"> • Experience working with children or young people, in either a statutory or voluntary capacity. • Experience in working with children and families in assessing needs, setting tasks and reviewing the progress of agreed targets and plans. • Experience of working with other professionals in a formal setting. • Competence in working with information technology and electronic information systems |
| <p>Personal style and behaviours</p> | <ul style="list-style-type: none"> • Ability to work as a member of a team. • Good organisational skills, including effective time management, reliability, decision making, motivating and enabling others. • Ability to develop collaborative relationships. • A partnership/holistic approach to problem solving. • Develops good relationships with others by behaving with integrity, treating people with respect and leading by example • Commitment to personal and professional development • A flexible approach - willing to accept responsibility and work on own initiative • Commitment to equal opportunities and anti-discriminatory practice |
| <p>Additional</p> | <ul style="list-style-type: none"> • The duties of this post requires the post holder to work evening and weekends on a planned rota basis to deliver recruitment, training and evening visits • Holder of current and valid driving licence, and day to day access to a car. • To work a flexible 37 hour week with children young people and their families to identify and support their complex needs, this includes working, evenings, weekends and bank holidays. • Please refer to the Ascent website for view our diversity and equality and safeguarding statement. |

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person-specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection

criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.