



Tree House Care

doing the right thing for our children

JOB DESCRIPTION

POST HOLDER:	Supervising Link Worker
REPORTS TO:	Fostering Registered Manager
HOURS:	37
ANNUAL LEAVE:	TBC
RATE OF PAY:	Up to £43,000.00 (depending on skills and experience) (Salary includes cover for Out of Hours)

Overall purpose of job:

It is the post holder's responsibility to safeguard and promote the welfare of children and young people with whom s/he has contact or for whom s/he is responsible.

- To promote and safeguard children's welfare within quality family placements.
- To ensure foster carers are assessed and supported.
- To ensure compliance with National Minimum Standards.

MAIN DUTIES & RESPONSIBILITIES

- To undertake the recruitment, approval, training, and support functions related to foster carers.
- To undertake Form F assessments, to a high standard, of potential foster carers and reviews and present these to the fostering panel as required within agreed timescales.
- To ensure that all fostering households comply with the Foster Care Agreement, and the plans relating to the child they care for and ensure that carers understand these, and the tasks required of them.
- To ensure that the carers provide a safe, healthy, nurturing and learning environment for children/young people within which the child will have opportunity to learn, by continually monitoring the carers' suitability and competence.
- To support carers by telephone and home visits on a regular basis.
- To ensure that information regarding complaints and allegations is made available and is fully understood.

- To report any incident, allegation, or suspicion of a Safeguarding Children nature to the Registered Manager and the child's social worker in a timely manner.
- To ensure all risk assessments are completed in a timely manner. To monitor their implementation and review them at least annually, or if circumstances warrant, more frequently.
- To work in partnership with everyone involved in the child's plan, including preparing for and contributing to all meetings, in a professional manner.
- Where identified, Link Workers will undertake direct tasks with the child/young person in place, or with the carers as appropriate.
- To promote the child's, need for contact as assessed and agreed.
- To ensure that services provided to children are appropriate to a child's specific needs, and value diversity and promote equality.
- To be fully involved in the matching processes, and to address any gaps identified and provide support as required.
- To ensure that accurate and comprehensive case files are maintained for children and carers and kept up to date.
- To access all relevant information relating to the child from the placing Local Authority, including LAC paperwork.
- To ensure that children are protected by complying with all Safeguarding procedures.
- To undertake out of hours' duty as required.
- To undertake to participate in all training identified through supervision and staff development processes, and to be proactive regarding your own learning.
- To contribute to future service developments within the organisation, and to assist with/or undertake the development and implementation of quality assurance systems.
- To produce key monitoring information, to enable proper monitoring.
- To comply with equal opportunities policy and procedures in all employment practices.
- To market the service to Local Authorities liaising with appropriate Managers and Social workers and ensuring information is given to facilitate matching children's needs to suitable foster carers.

- All staff are expected to ensure Health and Safety is observed in the course of their duties.
- To take responsibility for ensuring all health and safety recommendations for foster carers are implemented within agreed timescales and ensuring the health and safety of all children with foster carers.

ADDITIONAL RESPONSIBILITIES

You will:

- Represent and celebrate the values, cultures, and ethos of the organisation.
- Attend all training courses to achieve and maintain all qualifications relevant to the post.
- Comply with the General Data Protection Regulations processing data only as determined by the organisations policies and procedures
- Attend and contribute to monthly team meetings
- Maintain confidentiality
- Adhere and commit to health and safety responsibilities of self to ensure safe practice.
- Undertake all duties with full regard to the organisations equal opportunities policy.
- Liaise closely with relevant others within the organisation to ensure the overall purpose of the post is achieved.
- Manage workload always with flexibility to meet organisational need.
- In addition to the duties and responsibilities listed the post holder is required to perform other duties and tasks from time to time that are commensurate with the role.

Safeguarding statement:

“Tree House Care is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff, volunteers, independents, agency and casual workers to share this commitment.”

FOR OFFICE USE ONLY:

Post Number:

11, 13, 14, 15, 16, 17, 19, 46
(delete as appropriate)

Director of Operations signature:

