

Fostering Independent Reviewing

Officer

JE code: JE1660

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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council** | |
| **Service:** | Fostering |
| **Reports to:** | Fostering Operations Manager |
| **Job Family:** | Care and Welfare |
| **Grade:** | I |
| **Political restricted:** | N |
| **Date:** | June 2023 |

**Key Deliverables**

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| **1.** | As Independent Fostering Reviewing Officer you will be required to chair all Household reviews for foster carers, provide a report of the meeting to be shared with participants and managers of the suitability of foster carers, which will include a clear summary of the meeting, recommendations and action points and ensure these are followed up by Fostering Team. |
| **2.** | To provide advice, guidance, and consultation to all staff on Fostering Regulations and National Minimum Standards to support the development of the Fostering Service to ensure we are delivering high quality support to all foster carers. Engendering a culture of safe working practice to ensure Foster Carers adhere to safeguarding and health and safety responsibilities. |
| **3.** | To support Fostering Service with internal auditing and preparation for Ofsted inspections. |
| **4.** | Establish, develop and maintain productive working relationships with third parties, groups and individuals within the team’s operational remit. Ensuring that the voice of the child is heard and considered within all social work activity and that Foster Carers are promoting and understanding the child's journey through care, which will be evident in the reviews. |
| **5.** | Plan, prepare and facilitate training/workshops for staff, Foster Carers and Fostering and Permanence Panel members in relation to the reviewing process and legislative framework. To ensure compliance, progress and commitment of Foster Carers in undertaking and completing requirements such as TSD standards and mandatory training. |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| **1.** | Social work qualification and Registered with Social Work England. |
| **2.** | Experience of working in a local authority fostering service and knowledge of National Minimum Standards, Fostering Regulations and The Care Planning, Placement and Case Review Regulations. |
| **3.** | Ability to chair complex meetings, analyse, summarise and write/record relevant information clearly and concisely so that it is easily understood by users and colleagues. To effectively manage workload to ensure effective performance and outcomes of all Household Reviews. |
| **4.** | Excellent verbal and written communication skills including communication with children & young people and their families and professionals at a range of levels. |
| **5.** | Demonstrate an understanding of and ability to monitor performance by the LA of their functions in relation to a child’s case, ensuring that agreed plans are implemented within available resources in a timely and effective manner to achieve best outcomes for the child. |

Job Family 

Care & Welfare

Grade I

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| **Colleagues Expectations**   * Be professional at all times * Work together for the good of the team, council and local people * Promote a supportive culture * Challenge assumptions * Take ownership * Be willing to change and do things differently * Always work in a safe manner | **Managers expectations**   * Be a role model by displaying positive behaviours at all times * Make well-considered decisions * Support, coach and communicate with my team * Be accountable for my team’s performance |

# Care and Welfare family jobs have as their primary responsibility, the vulnerable members of our community who depend upon the Council for direct advice, guidance and practical assistance. They may personally carry out caring related tasks, or manage those that do, but it is personal interactions with those in our care that are at the centre of these roles.

### Role characteristics

At this level roles are generally either senior practitioners or managers.

### Senior practitioners will use their advanced theoretical understanding of their specialist field to make highly consequential decisions directly impacting the welfare of those in Council care but are unlikely to have formal management responsibilities.

Managers’ principle work focus is on the ongoing care and welfare of those in their charge and the management of a local workforce.

### The knowledge and skills required

The expertise that underpins job holders’ decisions and authoritative recommendations is grounded in either an advanced level of theoretical understanding of a very wide range of social work issues and/or associated disciplines, or an equivalent level of very lengthy practitioner level experience.

Roles may require specific qualifications in order to comply with the legislative and regulatory requirements of their job.

At this level Job holders will engage with others in assisting with physical tasks requiring some modest manual dexterity. Computer use is also a day-to-day feature of these roles.

### Thinking, planning and communication

Job holders will regularly deal with highly charged, contentious situations and individuals whose behaviour ranges from merely challenging to aggressive and threatening. Job holders will have developed their essential communication skills through a combination of formal training and lengthy experience. Delivering the desired outcomes of interventions with families and individuals will depend upon effective advisory and persuasive skills in the context of exchanges with a range of audiences, some of whom will have inherent comprehension or language difficulties.

Whether resulting from their own case work or from issues escalated from other areas, the problems and situations dealt with will inevitably be complex, involving multiple information streams such as individual needs assessment, consideration of resource allocation and prioritisation of conflicting demands. Although still working on a day-to-day basis with groups and individuals, there will also be a need to take a longer view maybe up to a year ahead in some cases.

**Decision making and innovation**

Job holders have freedom to operate within more general policy guidelines rather than highly defined procedures. Indeed, they will be expected to use their initiative to translate corporate policy into effective operating protocols and deal with even major issues as they arise without recourse to managerial advice or direction.

### Areas of responsibility

Job holders will not only implement important and far-reaching care programmes to the direct benefit of families and individuals, but they will also contribute to the development of corporate policies and procedures in their working sector.

Job holders will generally have formal management responsibility within their team or centre. Those at this level who do not have this responsibility will be social work professionals, whose specialist qualifications offset this slightly reduced demand.

Job holders will be expected to account for considerable amounts of money and/or make discretionary spending decisions from an agreed budget.

Job holders will create and maintain work records, both written and electronic. There will, in addition, be sole or shared responsibility for the safe use and basic maintenance of a range of equipment, premises and/or vehicles.

### Impacts and demands

The requirement for greater than normal physical effort is modest, although there will always be a need for limited standing, walking and the lifting/carrying of equipment and other items. Awareness of the actions of children, vulnerable adults and others will call for long periods of sensory attention. Job holders will also be required to have moderate periods of concentrated mental attention, for example when report writing or attending case meetings. Given the range of case work involved, job holders will also experience high level pressures of deadlines and conflicting demands.

Job holders are required to develop and maintain client relationships which may need them to exert greater than normal emotional resilience, with particularly challenging service users.

Working directly with vulnerable service users will result in some exposure to disagreeable, unpleasant or hazardous environmental working conditions. This may extend to dealing with odours, intimate care and bodily fluids, and will also see job holders exposed to unpleasant or even threatening people behaviour from time to time.