

**Social Worker (Kent and Medway)
Job Description**

Location: Kent

Responsible to: Fostering Manager

Responsible for: Foster carers, potential foster carers and adopters

Other key relationships: Adoption and fostering staff, Home for Good, churches, local authorities, CAMHS service, schools and educational provisions, other voluntary organisations, Fostering Network

Job purpose

- To liaise with Home for Good, facilitating information promoting fostering and adoption.
- To recruit suitable foster carers and adopters for Diagrama.
- To recruit, assess, train and support foster carers/adopters in accordance with the relevant legal framework.
- To promote the welfare of children placed with Diagrama foster carers/adopters.
- To contribute to the promotion, development and provision of Diagrama's fostering/adoption service.

Key responsibilities:

- To undertake the recruitment and assessment of fostering/adoption applicants, including the provision of a counselling service to unsuccessful applicants as appropriate.
- To work closely with Home for Good, liaising regarding potential interest in fostering and adoption.
- To work positively to promote the recruitment of foster carers/adopters who are able to meet the needs of children in respect of their race, religion, language and culture.
- To prepare comprehensive assessments of applicants for presentation at the adoption and fostering panel.
- To undertake any necessary pre-approval preparation and training of substitute carers/adopters, and to assist in the provision of post approval training programmes.
- To participate in a comprehensive support service to foster carers/adopters, including undertaking the Supervising Social Worker role and annual reviews and out of hours service.

- To participate in case conferences, planning meetings and reviews where children are either in placement or being considered for a substitute family placement/adopters.
- To respond to requests for the provision of foster/adoptive placements by identifying appropriate placements and working to facilitate such placements.
- To liaise with local authorities and other agencies on matters concerning inter-agency placements.
- To provide reports and statistical information in accordance with statutory and Diagrama requirements.
- To follow Diagrama child protection procedures.
- To be responsible for the organisation and planning of work as designated by line managers and within agreed priorities.
- To contribute to the development and evaluation of services.
- To ensure compliance with all the relevant administrative legislation as directed by management.
- To represent Diagrama Fostering/Adoption Services to other agencies in a professional and appropriate manner.
- To market the services of the Fostering/Adoption Services to potential customers.

General

- To participate in regular supervision and annual appraisal and be committed to own continuing professional development.
- To participate in internal/external meetings as required and attend training events, conferences and other functions as necessary.
- To ensure that Diagrama's policies (including Equalities policy) and procedures are adhered to and work is carried out in accordance with Diagrama's aims, values and ethos.
- To undertake any other duties, consistent with the grade and level of responsibility of this post, that may from time to time be required.