**JOB DESCRIPTION**

**CHILD & ADULT SERVICES**

**JOB TITLE:** SOCIAL WORKER (FAMILY PLACEMENT)

**DIVISION:** OPERATIONS

**GRADE:** BAND 10 to 12

**RESPONSIBLE TO:** PLACEMENT TEAM MANAGER

**POST REFERENCE:**  SR-102132

**Purpose of Post**

1. To contribute to the provision of an effective and comprehensive placement service to children and families offering a range of placement options either via Fostering, Connected Person’s, Staying Put or Supported Lodgings Arrangements.

2. All staff will be expected to consider their role in the context of the objectives that the Department is working towards and to contribute constructively to the continuous improvement, performance management and best value culture and also the interagency context of the Department's work.

**Key Relationships**

1. All staff will be expected to promote team working within their particular staff group/service area but also across the Department as a whole, with corporate colleagues, with staff from other agencies and representative groups and working with elected Members as appropriate.

2. Within the Department/Hartlepool Unitary Council:

* Team Managers/Resource Team Managers
* Social Workers/Residential Social Workers
* Legal Services

External:

* All agencies in this field of work

**Main Duties and Responsibilities**

1. The recruitment, training and support of foster carers, connected persons and staying put providers.

2. Working with others in the Department and outside (for example Independent Fostering Agencies) to make suitable arrangements to place children and young people within a framework of assessment, care planning and review.

3. To contribute to the training of departmental staff as need be.

4. The maintenance of records and administrative systems as required by the Department.

5. Ensuring that statutory and Departmental policy requirements are complied with in all aspects of the work.

6. To feedback to the Placement Team Manager any problems in relation to the effective provision of services and/or policies.

7. Any other duties of a related nature which might reasonably be required and allocated by the Placement Team Manager.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: October 2015

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**