

Job Description

1. Job Details

Job title: Family Finding Officer
Based at: North Shields
Reporting to: Contracts and Family Finding Manager

2. Job Purpose

To contribute to the provision of a first class fostering service for children/young people through timely and efficient dealing with the receipt and management of referrals for foster placements.

3. Main Duties and responsibilities

- Gathering detailed referral information from local authorities of those children and young people needing foster placements
- Negotiate with local authority colleagues and foster carers to influence and inform decision making
- Negotiate with local authority colleagues regarding contractual and financial arrangements
- Liaising with internal and external colleagues in relation to new children referred and existing children in placement and co-ordinating placement moves
- Assist foster carers in understanding information regarding children's behaviours and needs to inform matching of children with carers
- Undertaking marketing activities to notify local authorities of foster carer vacancies and promoting the services of the agency
- Creating, maintaining and updating foster carer profiles to market the skills and experience of the carers as a potential match
- Contributing to the decision-making process in relation to matching of children/young people by liaising with relevant internal and external colleagues
- Maintaining management information systems, including those required for Ofsted
- Undertaking tasks associated with the provision of short break care including relevant paperwork
- Undertaking a range of processes and admin tasks associated with children/young people placed within the agency
- Maintain accurate, up to date information regarding children/young people and foster carers on CHARMS database
- Digesting, analysing and processing complex, sensitive information regarding children/young people and foster carers including foster carers' Form F assessment
- Ensuring that legal requirements, including the approval of foster carers and exemptions to the usual fostering limit, are met
- Co-ordinating and undertaking placement tasks associated with exemptions and extensions to approval
- Develop effective relationships with foster carers from the point of approval and throughout their journey with Team Fostering to include a range of engagement events including virtual post approval visits, placement workshops, ongoing matching and profile conversations

- Provide support to the processing of foster carers' payments and expenses to ensure foster carers are paid in a timely manner
- Provide referral information as and when required, to support continuous improvement
- Promote high professional standards within every part of the service
- Contribute to Team Fostering's commitment to innovation and continuous improvement.
- Contribute to own professional development by taking part in supervision, team days, training, appraisal, etc.
- Undertake any additional duties that their Line Manager considers appropriate for the position
- To contribute to information sharing with Line Manager regarding business needs and local authority trends.

4. Communication and Relationships

- To be part of the family finding team and the wider regional team working with looked after children, working collaboratively to ensure outstanding outcomes
- To work with the family finding team to ensure excellent delivery of services, including developing plans for the service
- To attend and contribute to team meetings
- To receive, process and communicate sensitive, complex information to a range of colleagues, carers and children and young people such as referral information etc
- To work with partner agencies at an appropriate level to offer an outstanding level of customer service
- To represent the agency in a professional and exemplary manner in all aspects of work

5. Safeguarding Children and Young People

- To commit to safeguarding and promoting the welfare of children and young people and protecting them from risk of harm. The agency recognises its responsibility to ensure safe and appropriate policies, working practices and systems are in place for all staff working with children and young people
- To comply with Team Fostering's Safeguarding Policy and promote the safeguarding of children throughout their work
- To complete mandatory safeguarding training in relation to their work with children and young people

6. Confidentiality

- To safeguard the confidentiality of information relating to carers, children and young people at all times in accordance with agency policies and procedures

7. Health and Safety

- To comply with Health and Safety regulations and guidance in the course of employment

8. Data Protection

- To comply with the Agency's policies and Data Protection Act in all aspects, with particular reference to the protection and use of personal data relating to carers and children and young people.
- To ensure all data is recorded accurately, timely, up to date and in a non-discriminatory manner.

9. Equality & Diversity

- To comply with the agency's equality and diversity policy and be able to demonstrate their commitment to the policy in all aspects of their work
- To actively promote equality of opportunity and an anti-discriminatory service

10. Ethos and Values

- To subscribe to the ethos and ethical values upheld by Team Fostering and demonstrate those values in own everyday work

11. Additional Expectations

- Team Fostering does not allow smoking in the workplace
- The post is subject to an enhanced DBS check