**JOB DESCRIPTION**

**Job :** Advanced Practitioner Panel & Assessment

**Office Location:** Flexible working from home with some travel to relevant office associated to

**Reports To:** Panel & Assessment Manager

**Hours of Work:** 37.5

**Supervisory Responsibilities:** Yes

**Travel Required:** Yes

**MAIN PURPOSE OF ROLE:**

An advanced Social Work post who will be working alongside the Panel and Assessment Manager to ensure a robust pipeline of foster carers within the Compass Fostering service; you will support the organisation in ensuring that the service is run in line with the Government Legislation, Regulations and Standards together with the Inspecting Body in order to recruit quality foster carers to care for children in need. You will represent Compass Fostering Vision and Values and the Compass Foster Carer Recruitment Strategy, providing a comprehensive and flexible panel & assessment service to all stakeholders.

**ESSENTIAL DUTIES:**

* Support in the recruitment, assessment and approval of foster carers
* To deliver a quality assessment service to the Agency
* Contribute to the growth & development of the business
* Lead on identified projects and developments for the panel and assessment service
* Have a clear knowledge of the Compass Fostering Recruitment strategy and policies and documents associated with this

**KEY ACTIVITIES**

**SUPPORT AND DEVELOPMENT OF THE ASSESSMENT PANEL SERVICE**

1. Recruit, assess, and monitor the continued suitability and competence of our Assessing Social Workers.
2. Ensure that Assessors fully understand the fostering task and fostering competencies to be achieved.
3. Conduct reflective reviews with assessing social workers after panels.
4. Be Panel advisor as and when needed.
5. Provide and record regular supervision to assessing Social Workers in line with the Agency’s operational standards and undertake such additional support and contact with Assessors as required.
6. Undertake quality assurance role with regard to foster carer assessments ensuring high standards are met at all times in preparation for presentation to the fostering panel.
7. Facilitate and assist in the delivery of training for panel members and Assessing Social Workers.
8. Undertake joint work with colleagues in the role of coach/mentor as a part of their learning and development.
9. Deputise for the Panel & Assessment Manager (as required)
10. Attending regional meetings as requested e.g., team meetings, PDR meetings as and when needed.
11. Support the Panel and Assessment Manager with ADM queries and the ADM Schedule.
12. In conjunction with Panel Administrators manage panel schedules ensuring that these are efficient and meet the requirements of the service.
13. Meet with the Recruitment Administrators weekly to discuss checks and references.
14. Undertake any additional tasks with applicants i.e., references/risk assessments as and when needed.

**ADMINISTRATION**

1. Take responsibility for administration in relation to the assessment and panel tasks.
2. To ensure all communication in relation to applicants is recorded on Foster Track in the contact log.
3. To ensure all reports/interview notes are written up in a timely manner (within 48 hours).
4. Undertake personal responsibility to ensure you are trained and competent with the company’s system and database.

**ORGANISATIONAL**

1. To undertake broadly similar duties commensurate with the level of the post as required by the manager even where the tasks are not specifically outlined in the job description.
2. To be an effective advocate for Compass, promoting a positive image to maintain our high standards and positive reputation.
3. To work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken
4. The post holder will be expected to competently use electronic systems effectively.
5. The post holder will be expected to undertake training and development deemed necessary for the pursuance of the post.
6. The post holder will be expected to ensure compliance with all policies within the employee handbook.
7. Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping the manager informed of work in progress and inform the manager immediately of any child protection matter or serious complaint.
8. The nature of the agency business means that tasks and responsibilities are sometimes unpredictable. Staff are therefore expected to work flexibly when the occasion arises.

**SAFEGUARDING**

1. Represent the agency/support colleagues in attendance at safeguarding meetings as required.
2. Working in conjunction with the HR department to ensure safe recruitment of independent assessors and panel members.
3. Demonstrate a sound knowledge of Safeguarding procedures and attend safeguarding training as offered by the organisation
4. Ensure compliance with Social Work England to retain job title and registration.
5. Ensure any safeguarding concerns in assessments are reported to the panel and assessment manager immediately.
6. In consultation with line manager, ensure that learning and professional development needs are met.

**PERKS**

* Medicash, a health and wellbeing support platform offering cash back.
* REACH awards scheme with opportunity to receive up to £100 in vouchers per month.
* Length of service cash awards, celebrating 1,5 and 10 years
* Enhanced holiday entitlement entitled to 25 days (pro-rata part time) increasing gradually to 28 days after 4 years’ service plus bank holidays.
* Birthday day off
* Volunteering day
* Half day festive shopping opportunity
* Health and Wellbeing Day
* Access to therapeutic services
* Life Assurance Scheme
* Salary sacrifices e.g. childcare vouchers, technology and bike to work
* Pension scheme
* Electric Vehicle car scheme alongside lease car scheme
* Opportunity to participate in the GRACE Inclusivity and Diversity Groups and become an ambassador.
* Access to comprehensive Organisational Development Program and internal qualifications
* Management training programs and formal career pathways
* Commitment to Real Living Wage