

Job Description

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| Job title | Advice and Mediation Worker |
| Accountable to | Independent Support Services Manager |
| Objectives | Objective 1  To deliver an expert and professional independent Advice and Mediation service for foster carers in line with contractual agreements and The Fostering Network’s standards and policies.  Objective 2  To provide high quality technical advice and support to fostering services on practice, policy and procedures in line with national legal and practice frameworks, national best practice and The Fostering Network’s policies  Objective 3  To contribute to the ongoing development of The Fostering Network’s practice expertise and knowledge and the achievement of the organisation’s strategic priorities. |
| Hours per week | Part time hours dependent on contract value |
| Location | Home based |
| Status | Permanent |
| Disclosure required?  (The post involves contact with children and/or access to confidential information about children and families) | Yes |

## Responsibilities and accountabilities

Delivering an expert and professional independent Advice and Mediation service for foster carers in line with contractual agreements and The Fostering Network’s standards and policies.

1. To deliver an independent specialist support, advice, mediation and advocacy service directly to foster carers to support them through complaints/concerns/ allegations.
2. To provide technical specialist advice and information to fostering services to support them, with the effective management of complaints, concerns and allegations, in line with relevant standards, legislative requirements and national best practice.
3. Empower foster carers to manage and resolve situations and provide technical input and support in service meetings and formal discussions, when requested.
4. Produce written support and information materials for foster carers and fostering services as required as part of the contractual agreement with the fostering service.
5. To provide assistance to the local authority in the development of support services for foster carers- this could include attending foster carers and staff meetings.

## Management

None

## Budget

None

**General statement**

It is the nature of The Fostering Network that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in their job description.

Person Specification

## Our Values

As an organisation, we believe that we make a difference to foster care and our people values are expressed in the work that we do:

We are TRUSTED

We are TOGETHER

We are VITAL

## 

## Knowledge and Experience

## Essential

1. Specialist experience and knowledge of foster care in a either a personal or professional capacity

2. Specialist knowledge of organisation and policies of councils with children’s services responsibilities

## Skills and abilities

## Essential criteria

1. Basic counselling, mediation, and advocacy skills which encompass face to face interaction, telephone communication, informal and formal meetings

2. Ability to relate in a professional way to people from a wide range of backgrounds

3. IT skills and ability to manage basic office procedures as a home worker

4. Ability to gather, collate and present information in a report form. Information needs to be presented clearly in writing and verbally

5. Ability to promote good practise in foster care for the benefit of children who live in foster care

6. Ability to work on own initiative and to work as part of a team

7. Ability to develop and maintain a working relationship with fostering services and foster carers as a group and individuals within the fostering services and foster care groups

8. Able to drive, have a clean driving license and access to a car

9. Able to work flexible hours, able to travel extensively and occasionally spend a night away from home

## Qualifications (Professional, Technical)

**Essential**

Social Work Qualification [ DIPSW, Degree] or equivalent level professional qualification

**Desirable**

Certificate in Mediation

Certificate in Advocacy

Certificate in Counselling

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**Additional Information**

**Pay and conditions of service**

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| Band | The Fostering Network Band  Band 4 |
| Salary | £28,014 - £42,021 (Pro rata) |
| Annual Leave | 25 Days plus 5 Fostering Network days (pro rata) |
| Probationary period | 6 calendar months. |
| Notice period | 8 working weeks  One week during probationary period. |
| Hours of work | 18 hours |
| Pension | Optional. Money-purchase scheme and salary sacrifice option is available with AEGON:  Employee contribution is 3% of gross annual salary  Employer contribution is 5% of gross salary. |
| Season Ticket Loan | An interest free season ticket loan is available to all staff immediately. |
| Trade Union | The Fostering Network recognises the trade union Unite  and members of staff can join if they wish. |