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| **Job Title** | **Independent form f assessor** |
| **Hours of Work** | To meet the needs of the assessment timescale |
| **Temporary/Permanent** | Self Employed |
| **Salary** | £1,800 per completed Form F Assessment |
| **Responsible to** | Team Manager/Registered Manager |

***Appointment to this post is subject to Disclosure and Barring Service (DBS) checks; paid for by Family Fostercare.***

**PURPOSE AND OBJECTIVES OF THE JOB:**

To work flexibly under the direction of the Team/Registered Manager in facilitating the completion of a full Form F Assessment and to ensure that this is undertaken with appropriate regard to National Minimum Standards for Fostering, Fostering Regulations 2011, and any other relevant legislation.

**RESPONSIBILITIES:**

* To work in accordance with the company’s policy relating to the promotion of equality and diversity.
* The post holder is responsible for the health, safety and welfare of him/herself and others in accordance with the company’s policy and the Health & Safety at Work Act 1974.
* To respect confidentiality and to comply with Family Fostercares Data Protection Policy in keeping all information relating to the assessment secure. Any hard copies of documents/handwritten notes must be stored in a lockable place throughout the assessment.

**MAIN DUTIES:**

1. To be responsible for the completion of a full Form F competency assessment on prospective carers to the agreed standards set out in our policy and Assessor Handbook, and the presentation of the completed Form F at Family Fostercare’s Fostering Panel.
2. Set up home study appointments and visit according to company timescales. The first visit to be undertaken within 10 days of receipt of the completed application pack.
3. Carry out any interviews, via telephone and/or face-to-face, with ex-partners, adult children and referees where applicable to the assessment.
4. Should the assessment require it, you will need to conduct a file check, in person, at any previous fostering service where they have been approved.
5. Work with the Fostering Administrator to establish, investigate and monitor the completed statutory checks required to support the assessment.
6. Support the applicants in starting their Training, Support & Development Standards (TSD) portfolio which will need to be submitted with the Form F.
7. Provide Family Fostercare with an evidence log of your visits, the recording of each area covered, together with a log of all other contacts (telephone, letter, etc) made in connection with the assessment.
8. Conduct a full Health & Safety report of the household being used to foster and ensure that all relevant paperwork, such as electrical/gas certificates, insurances etc have been verified and submitted.
9. Perform a critical evaluation of the applicant/s’ strengths and weaknesses, both individual and as a couple (where applicable) in terms of their parenting capacity and a wider understanding of the fostering task.
10. To report any concerns, you may have throughout the assessment, immediately to the Team Manager.
11. To attend regular supervisions with the Team Manager throughout the assessment.
12. Prepare and discuss the Panel process with the applicant/s and ensure their attendance if confirmed.
13. Meet deadlines given from Family Fostercare in relation to submitting the Form F documents. Such deadlines will be discussed at the beginning of the assessment and monitored during supervisions. This will normally be 4 months from allocation.
14. Attend Family FosterCare’s Panel, along with the applicant/s, to present your Form F assessment to all Panel Members.
15. Should an assessment be closed during Stage 2 of the process a report will need to be drafted and presented to Family Fostercare’s Panel. It will then be the decision of Panel whether the assessment should cease or continue.
16. Ensure that once the assessment has been completed and heard at Panel, all digital and hard copies of documents relating to that assessment are given to Family Fostercare.

**FEE STRUCTURE:**

**Disclaimer – any issues or concerns that are identified at any point during the assessment MUST be brought to the attention of the Team Manager and no further visits to take place until discussions are held. Failure to do so could impact of the overall fees paid.**

Completed Assessments: **£1,800 + mileage**

For the full completion of a Form F Report on an applicant to an acceptable standard and format and within agreed timescales and presented to our Panel for approval.

Discontinued Assessments: **£25 per hour (maximum of £500) + mileage**

Should an assessment be closed by the agency or applicant during the process then the above rates will apply.

Paperwork: Before any invoices can be signed off **all** documents must be submitted back to Family Fostercare. This includes notes taken during visits, Form F Report (complete or incomplete), closure reports and any other documentation that has been gathered as part of the assessment.

Travel Expenses: **Mileage will be paid as outline below** and in-line with the AA/RAC recommendations. These should be claimed at the end of the assessment, within the final invoice, and must be signed off by the Team Manager.

Travel time is not paid.

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| Engine Size (cc) | <1,601 | 1601 - 2000 | >2,000 |
| Total Cost per mile (pence) | | | |
| **Petrol\*** | **19** | **22** | 25 |
| **Diesel\*** | **17** | **19** | 22 |
| LPG\* | 15 | 16 | 18 |

IRM: If the assessment is presented to panel with a recommendation of closure and the panel are in agreement, as is the Agency Decision Maker, then the applicants have the right to make a representation to the Independent Review Mechanism (IRM).

In such cases it is a requirement that the Assessing Social Worker is also in attendance as a representative for Family Fostercare.

If this is the case then the following fees will apply:

* £15 per hour to attend the review meeting
* Accommodation (if required)
* Meals (to a maximum value of £30)
* Mileage/travel costs (to be approved by family Fostercare)

**DATA PROTECTION:**

1. At the start of each new assessment the Assessor will be provided with access to our password protected Jellybaby system, containing all information and templates needed to complete the assessment.
2. Any work done on the computer MUST be saved to the Jellybaby system and not to your computer’s hard drive. Please ensure that the documents are saved with clear, descriptive titles for ease of recognition/search.
3. Family Fostercare will send you an email confirming timescale and attach an assessor’s handbook to ensure expectations clear regarding completion of all assessments.
4. Any documents shared electronically MUST be done so either via Egress or by uploading to our Jellybaby system.

Registered Manager

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Signature Print Name Date

Commissioned Assessor

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Signature Print Name Date

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| **PERSON SPECIFICATION**  **JOB TITLE INDEPENDENT FORM F ASSESSOR** |

**Key: A = Assessed by application form**

**I = Assessed at Interview**

**D = Assessed by Documentary Evidence/References**

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| **Education / Qualifications** | **Essential/ Desirable** | **Short List Criteria** | **A** | **I** | **D** |
| Degree or Diploma in Social Worker or equivalent | Essential | ✓ | ✓ |  | ✓ |
| **Experience / Training** |  |  |  |  |  |
| 3 years post qualified children and family’s social worker experience | Essential | ✓ | ✓ | ✓ | ✓ |
| Fostering experience and Form F experience | Essential | ✓ | ✓ | ✓ | ✓ |
| Fostering Panel experience | Essential | ✓ | ✓ | ✓ | ✓ |
| **Knowledge** |  |  |  |  |  |
| Fostering Regulations 2002, 2011, 2013 and NMS | Essential | ✓ | ✓ | ✓ | ✓ |
| Care Planning and Case Review and Amendments Children Act 1989 | Essential | ✓ | ✓ | ✓ | ✓ |
| Fostering Training Standards | Essential | ✓ | ✓ | ✓ | ✓ |
| Eco-mapping and Producing Genograms | Essential | ✓ | ✓ | ✓ | ✓ |
| **Personal Qualities** |  |  |  |  |  |
| Must be self-motivated | Essential | ✓ | ✓ | ✓ | ✓ |
| Well organised | Essential | ✓ | ✓ | ✓ | ✓ |
| Ability to maintain confidentiality | Essential | ✓ | ✓ | ✓ |  |
| Highly developed report writing and communication skills | Essential | ✓ | ✓ | ✓ | ✓ |
| A commitment to Equal Opportunities in all work practices | Essential | ✓ | ✓ | ✓ |  |
| **Miscellaneous** |  |  |  |  |  |
| Willingness to undertake an enhanced DBS check and random references being asked for | Essential | ✓ | ✓ |  | ✓ |
| Able to work on a weekend or evening | Essential | ✓ | ✓ |  | ✓ |
| Full driving licence and access to a vehicle | Essential | ✓ | ✓ |  | ✓ |