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Cornerstone

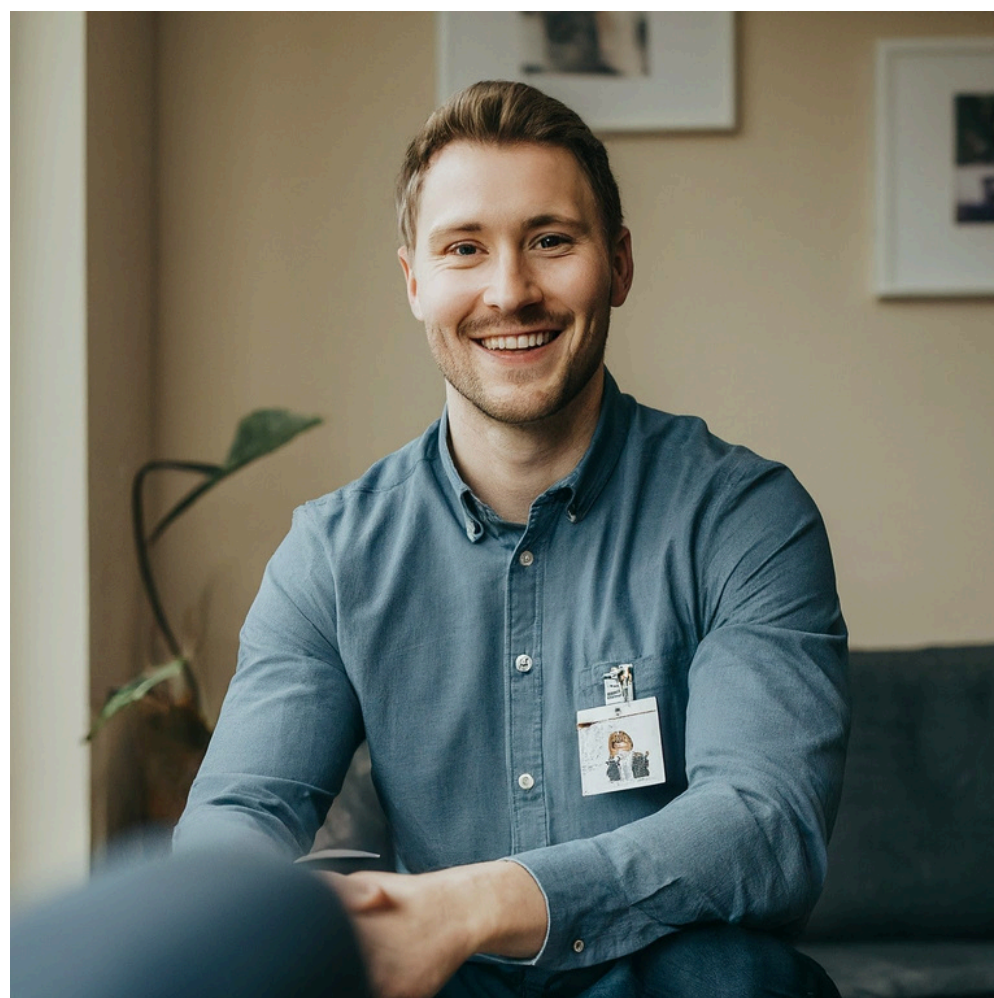
Adoption and Fostering Service

Because Foundations Matter



JOB VACANCY PACK

FAMILY FINDING CO-ORDINATOR



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About Cornerstone

Cornerstone is an Independent Fostering and Post-Adoption Support Agency operating in England from Leicester up to Newcastle.

We are also expanding into Scotland where we operate as Foundations Matter.

We are the only Christian evangelical Fostering Agency in the UK. From our staff to our carers, volunteers and trustees, everyone in Cornerstone is motivated by their faith.

Our Core Values

Unity – We are Christians who love God and all people, and we work together as a faith community.

Children – We put vulnerable children at the centre of all we do to change their stories within the context of a loving family.

Development – We provide holistic support to children, carers and staff to reach their full potentials.

Stewardship – We strive to be good stewards of God's gifts in our lives and God's creation by using our resources in a wise and ecologically friendly way.

Reverence – We listen and communicate with respect and care.

Integrity – We work diligently and from our hearts out of love for God to demonstrate our life in Christ throughout our personal lives and the entire organisation.



Why choose Cornerstone?

Dedicated, supportive, Christian staff, social workers and trustees who are motivated by their faith and who respect and understand the huge role faith plays in the lives of our foster families.

A fantastic reputation built by outstanding carers who really do commit to the children they care for – sometimes for life!

Awarded 'Good' by Ofsted in March 23 who said, "Children develop a sense of belonging in stable and secure fostering families..."



Job Title:

Family Finding Co-ordinator

Location:

Remote

Terms:

Contractor

Accountable to:

Registered Manager

Hours:

Part time (8-10 hours per week)

Salary:

£25.00 per hour.

Duration:

6 months (to be reviewed)

Job Description

Main Duties

As the Family Finding Co-ordinator you are responsible for the following areas:

- Reviewing referrals from Local Authorities in a positive and professional way ensuring the quality of information obtained enables Foster Carers in conjunction with their Supervising Social Worker and Registered Manager to make a decision regarding a suitable placement.
- In conjunction with Supervising Social Workers support and co-ordinate the preparation of a placement through liaison with Foster Carers, Family Support workers and other individuals within Cornerstone and external to the organisation.
- Working with Supervising Social Workers to ensure up-to-date details in relation to foster carers, their fostering recommendation and their availability to take placements and contribute to meetings relating to child/young person's placement where required such as placement support meetings.
- Liaising with Supervising Social Workers to maximise placements of children and young People with our Foster Carers.
- Liaise with Local Authority Commissioning Teams and the Cornerstone Finance Team in respect of negotiating individual placement contract agreements.
- Keeping detailed records of discussions of potential placements, as well as data inputting to assist with tracking and audition, as part of maintaining accurate data that informs quality assurance of the fostering service.
- Developing positive working relationships with external stakeholders such as LA staff and social work practitioners, as well as Cornerstone Foster Carers, Supervising Social Workers, Senior Practitioners and other internal stakeholders.

Job Description continued...

Christian Context

- As a Christian organisation Cornerstone only employs Christian staff who affirm the 'Statement of Faith' and who agree to the 'Code of Practice'.
- All aspects of the work will be carried out in a manner consistent with the aims of Cornerstone.
- The post holder is expected to engage in a variety of activities that are consistent with a practicing Christian lifestyle in all aspects of the above job description (including worship, fasting, Bible study, prayer).
- Facilitating prayer e.g. staff meet for a short devotion and prayer regularly.

Person Specification.

Qualifications and Professional registrations (if applicable)

- Must possess an appropriate professional qualification: Degree in Social Work, CQSW, Diploma in Social Work or equivalent.
- Must have an active Social Work England registration and engage in continuous professional development (CPD portfolio).
- Knowledge/Experience
- A sound working knowledge of the underlying philosophy and the main provisions of the Children's Act 1989 and the associated operational guidance.
- •An ability to understand the legislative and regulatory framework that governs all aspects of family placement work (National Minimum Standards, Care Act 2015, Fostering Service Regulations 2011 and Equality Act 2010).
- Direct relevant experience of managing cases of children looked after by the Local Authority within the framework of the Children Act 1989.
- Effective practice experience in cases involving the welfare and protection of children and young people, including child protection work, legal proceedings and the placement of children being looked after.
- A minimum of three years post qualification experience in work with children and families also a demonstrated interest in substitute family placement work.

Person Specification continued...

Essential

- Experience in Children's Services.
- An ability to understand the legislative and regulatory framework that governs all aspects of the work carried out by the organisation in relation to fostering.
- An ability to be self-directing and take personal responsibility for effective time management and demands of the workload.
- Good administration skills and an ability to make effective use of databases to support with dealing with placement offers.
- Good people skills and the ability to deal with others with integrity and diplomacy, as well as problem solve.
- Ability to maintain high standards of confidentiality.
- Good time management.
- Ability to work under pressure and to prioritise tasks accordingly.
- An ability to relate to children and young people and ensure that the voice of the child informs the organisation's procedures and processes.
- The ability to motivate and encourage staff and volunteers, personally, professionally and spiritually.
- Excellent inter-personal skills to work co-operatively both within and across professional disciplines and boundaries within the organisation and external agencies.
- Experience of using and maintaining database and other Microsoft programmes.
- Organisational skills.
- The ability to undertake risk assessments.
- Strong individual time management skills.
- Good communication skills, both written and oral, including the necessary presentation of reports.

Person Specification continued...

Desirable

- High level of concentration and accuracy.
- Good organisational and communication skills.
- Ability to draft clear, concise and accurate correspondence.
- Ability to enthuse and motivate others.
- Capacity for innovative thinking in service development.

Disposition

- A determination to do everything to the highest standard.
- Able to take responsibility and exercise appropriate initiative.
- A willingness to work unsupervised.
- A commitment to working as part of a team.
- The flexibility and willingness to work occasional overtime when deadlines require.
- A full understanding of and sympathy towards Cornerstone's aims and objectives both as a charity and as a Christian organisation.
- A willingness to sign Cornerstone's 'Statement of Faith' and 'Code of Practice'.

Terms & Conditions

Hours: Part time (8-10 hours per week).

Location: Remote.

Salary: £25.00 per hour.

Terms: Contractor.

Duration: 6 months (to be reviewed)

Cornerstone reserves the right to amend or add to this job description at its discretion. Changes will be discussed with you in person and notification made in writing within 28 days of addition or amendment.