***Job Title:***Out of Hours Coordinator

***Reporting To:*** Regional Manager

**Location:** Nationwide – Fully Remote

***Salary:***£32,000 - £35,000 + £2000 unsociable working allowance

***Benefits:***Unsociable working allowance/ Remote working / Private Health Insurance / Life Assurance / Internal Reward Schemes

**About By The Bridge**

By the Bridge with Cambian is an innovative, dynamic, independent fostering organisation providing high quality foster care and services to children and their foster families.

We aim to create an environment where all people feel valued and can grow, develop and achieve their goals. We work to ensure that By the Bridge with Cambian is an organisation, which thrives on the diversity of its staff, families and children, to ensure that we assist and care for those most vulnerable, and advocate with them, and on their behalf.

The aim of the Out of hours service, is to provide a support service to foster parents and children outside of office hours by managing incoming requests from Local authorities for emergency placements , discuss matching with Out of Hours Senior and respond appropriately to the LA. This position is fully remote and is not limited to a specific location .

**Responsibilities**

To ensure foster parents and children are listened to and appropriately supported and challenged in order to promote the stability of the placement.

To always be professionally curious when taking calls and managing situations.

Ensure children are safeguarded and parented therapeutically in line with the expectations and ethos of By the Bridge.

Log information correctly and accurately ensuring the information is available to the Day team prior to the start of their working day.

Log referral Information and follow the placement procedure in order to match children to families and in consultation with the manager on duty consider risks when looking to place a child.

Send an email at the end of each shift sharing information received and provide a full handover to the day team outlining advice given and action taken.

Escalate serious situations to manager for discussion and possible escalation to Senior Management.

**Person Specification**

* Calm, resilient individual with a solid knowledge of child care legislation and minimum standards
* Good Listening and recording skills.
* An ability to think creatively and commitment to promote therapeutic parenting
* Competent understanding and knowledge of the fostering role.
* Ability to reassure and empower people whilst also demonstrating professional curiosity.
* Ability to multitask and manage multiple ongoing situations.
* Clear communication and People skills.
* Thorough understanding of Safeguarding children and required procedures
* Ability to work as part of a team whilst also able to work remotely.
* IT skills with knowledge of Charms will be an advantage.

**Operational Skills and Experience: Essential and Desirable**

* Qualified social worker
* Fostering experience an advantage
* Confidence to be professionally curious and positively challenge others
* Ability to Empower foster parents to safely manage situations

**Working Hours**

Monday to Thursday - 5pm to 9am & Saturday - 10am to 9am

A rota system is in place. (Flexible working may be required at times in the event of sickness and holiday cover up to a Maximum of three concurrent shifts.)

**Professional Development**

By the Bridge with Cambian is committed to developing its staff and would

encourage Assistant Managers to continue their professional development

through social work training and other professionally relevant training as

agreed with the Team Manager and Head of Professional Development

**Note:**

Successful candidates will need to meet the person specification in order to be offered this post.

By The Bridge with Cambian is committed to safeguarding and protecting the young people and service users within our care.

All candidates will be subject to an enhanced DBS check and reference checks.

By The Bridge with Cambian is an equal opportunities employer.