

## Job profile

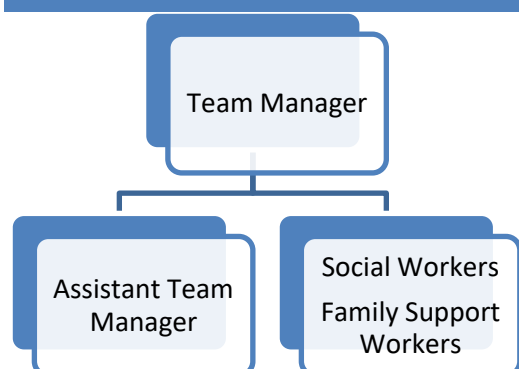
### Service and job specific context statement

**Directorate:** Children and Young People's Service  
**Service:** Children and Families  
**Post title:** Adoption Social Worker  
**Grade:** J-K  
**Responsible to:** Adoption Team Manager  
**Staff managed:** None  
**Date of issue:** May 2011  
**Job family:** **C&S - Care & Support**

### Job context

Children's Social Care provide services which follow from specific legislation, including the Children Act 1989, Adoption and Children Act 2002 and the Children Act 2004 as well as other Government guidance and policy. We are committed to providing good quality services to support children young people and their families. This post requires an ability to fulfil all spoken aspects of the role with confidence through the medium of English. Enhanced DBS check required.

### Structure



## Job Description

### Job purpose

**Hold and manage a case load including Adopter Assessments, Family finding and matching, Placement support and Post Adoption Support, and provide preparation and training to adopters. The post holder will do this by undertaking assessments, formulating, monitoring and managing plans for adopters and children with multi-agency partners.**

### Operational management

- Manage and prioritise cases, adopter preparation and training courses and adoption support work as allocated by the line manager
- Carry out assessments of prospective adopter's capacity of to meet the needs of children.

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	<ul style="list-style-type: none"> <li>• Coordinate family finding for individual children and the matching of adoptive family to child, to maximise each child's potential.</li> <li>• Participate in the allocation of cases with and to accept cases allocated by the Team Manager commensurate with your level of experience.</li> <li>• Liaise with other agency professionals as necessary to fulfil the Directorates statutory duties and achieve best outcomes for children.</li> <li>• Participate in supervision and appraisal of performance</li> <li>• Review allocated cases to identify changes in circumstances, needs or risk</li> <li>• Maintain and update case notes and other records, write reports as required; if required, give evidence in court in relation to adoption</li> </ul>
<b>Effective communication and engagement with children, young people and their families and carers</b>	<ul style="list-style-type: none"> <li>• Liaise with staff of the Directorate and other agencies to effect decisions reached on services for clients, and to participate in all necessary placement or review panels to ensure that service provision continues to be appropriate to client's needs and wishes.</li> <li>• Undertake assessment work with prospective adopters which is child centred, and sensitive to the needs and aspirations of adopters.</li> <li>• Coordinate family finding and matching activities for individual children which ensures the needs of the child, adopters, birth family and foster carers are considered and supported.</li> <li>• Work with adopters, adopted children and adoptive families through individual or group work to promote family stability, self-esteem and resilience of all concerned</li> <li>• Promote children, young people, their adoptive families and birth family's participation in decision making.</li> <li>• Ensure all work with children and adoptive families remains focused on and meets the need of children</li> <li>• Use high level communication skills such as listening, building empathy, consultation and negotiation</li> <li>• In supporting adoptive families post adoption, undertake preventative work with families in crisis to reduce the risk of breakdown and meet the need for care or accommodation:</li> <li>• Work with children and young people, families, carers and communities to help them make informed choices and decisions, enabling them to clarify and express their needs and contribute to service planning.</li> <li>• Develop and maintain effective relationships with children and young people, their adoptive families: provide advice and support: help resolve conflict, where appropriate.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Advise clients on the Directorates policies for charging for service including details of the process of financial assessment ensuring that appropriate forms are completed and documents inspected where necessary.</li> <li>• Comply with Data Protection Legislation and the Access Request to Files Policy</li> <li>• Ability to demonstrate good recording skills with the available technology in accordance with the relevant post description.</li> </ul>
<b>Child and young person development</b>	<ul style="list-style-type: none"> <li>• Work with individuals or groups of clients in line with the key task of developing individual potential independence and dignity.</li> <li>• Understand and support the role and value of adoptive families partners in supporting their children to achieve positive outcomes</li> <li>• Ensure all work interventions serve to improve the outcomes for children</li> <li>• Make key decisions in terms of case management based on observation and professional judgement: understanding their context in relation to behaviour, listen actively and respond to concerns</li> </ul>

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	<ul style="list-style-type: none"> <li>Evaluate the situation and record in an appropriate manner</li> </ul>
<b>Supporting transitions</b>	<ul style="list-style-type: none"> <li>To understand your own role and its limits, and the importance of providing care or support</li> <li>Identify transitions</li> <li>Provide support and intervene</li> </ul>
<b>Partnership / corporate working</b>	<ul style="list-style-type: none"> <li>Take necessary statutory or other action in relation to the liberty or safety of clients, including emergency situations, and liaison with other agencies as necessary in such cases.</li> <li>Plan and commission services and support for children, young people and their families.</li> <li>Liaise with colleagues in own and other departments and external agencies in order to gather information relevant to assessment and care planning activities: organise and chair meetings as required.</li> <li>Have a commitment to shared values and the common purpose of developing a culture of interagency working; including statutory bodies, third and private sector organisations</li> <li>Ensure that strategic visions are translated into local plans in collaboration with professionals, partners and service users</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>Coach and mentor newly qualified staff joining the unit.</li> <li>Support and co-work less experienced staff on case work.</li> <li>Provide specialist adoption advice and guidance to colleagues in the directorate and to schools as needed</li> </ul>
<b>Systems and information</b>	<ul style="list-style-type: none"> <li>Understand the importance of sharing information, how it can help and the dangers of not doing so</li> <li>Ensure adherence to policies and procedures around record keeping and utilisation of computerised case management systems</li> <li>Encourage children and young people to share information</li> <li>Maintain files and appropriate and timely case recording in line with Directorate procedures, including computerised systems</li> <li>Adhere to professional and organisational procedures on confidentiality and maintaining appropriate boundaries with service users and their families.</li> </ul>
<b>Strategic management</b>	<ul style="list-style-type: none"> <li>To contribute to the planning and development of the Directorates services in response to statutory developments and clients wishes</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Complete assessments with children and their adoptive families, develop plans and provide support for adopted children and their adoptive families</li> <li>Provide support and advice to adopters and encourage the development and maintenance of appropriate support networks and services within individual homes or in the community</li> <li>Take necessary statutory or other action in relation to the safety of children, including emergency situations, and liaison with other agencies as necessary in such cases.</li> <li>Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li> <li>Jointly with safeguarding colleagues, investigate complaints of alleged neglect, abuse or ill-treatment of children, in accordance with relevant legislative requirements and child protection procedures; undertake assessments of risk and need; where appropriate, arrange accommodation for children, young people.</li> <li>Use Child Assessment Orders and Emergency Protection Orders.</li> </ul>

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- Contribute to the development of appropriate care/ protection plans for children and young people, including arrangements for obtaining and implementing Court orders.

### Person Specification

Essential upon appointment	Desirable on appointment
<b>Knowledge</b> <b>Both grades</b> <ul style="list-style-type: none"> <li>• Knowledge of current philosophy in child care</li> <li>• Knowledge of adoption legislation, statutory adoption guidance and National Minimum Standards</li> <li>• Knowledge of current research and practice trends in adoption</li> <li>• Knowledge of the principles of the Children Act 1989, the Children Act 2004 and the Every Child Matters agenda</li> <li>• Knowledge of the judicial processes</li> </ul>	
<b>Experience</b> <b>Grade J</b> <ul style="list-style-type: none"> <li>• Considerable post qualifying experience as a social worker in a social care or similar setting</li> <li>• To include experience of work in placing and supporting adopted children</li> </ul> <b>Grade K</b> <ul style="list-style-type: none"> <li>• The eligibility criterion for progression beyond Grade J will be as above for Grade K plus successful completion of level three assessment.</li> </ul>	
<b>Occupational Skills</b> <b>Both grades</b> <ul style="list-style-type: none"> <li>• Ability to communicate with children and young people at all levels of ability</li> <li>• Ability to communicate with prospective adopters and adopters at different stages through their adoption journey.</li> <li>• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.</li> <li>• Undertake negotiation with adoptive families</li> <li>• Ability to assess adoptive family circumstances and need both before and after placement</li> <li>• Multi-disciplinary working intervention with Families</li> <li>• Presentation skills (written and oral)</li> <li>• Advocacy</li> <li>• Care Planning and implementation</li> <li>• Ability to engage with service users</li> <li>• Team working</li> <li>• Effective written and verbal communication skills including report writing</li> <li>• IT skills to include competency in word processing, manipulating spreadsheets, accessing information from databases and electronic communication.</li> <li>• Time management skills</li> <li>• Ability to engage with service users</li> </ul>	<b>Both grades</b> <ul style="list-style-type: none"> <li>• Training Skills</li> <li>• Group work skills</li> <li>• Mentoring skills</li> </ul>

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<ul style="list-style-type: none"> <li>• Self-management skills and ability to use initiative</li> <li>• Care Planning and implementation and review</li> <li>• Undertake negotiation with families and in the partnership arena</li> <li>• Ability to engage with service users involving them in planning and decision making</li> <li>• Ability to identify risk and initiate child protection intervention</li> <li>• Ability to write assessment reports and service plans to a high professional standard</li> <li>• Ability to organize and prioritise workloads to meet required timescales</li> </ul>	
<p><b>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</b></p> <p><b>Grade J</b></p> <ul style="list-style-type: none"> <li>• Fully qualified, accredited social work professional status (CQSW, DipSW, CSS, PQCCA)</li> <li>• Current registration with Health and Care Professions Council</li> </ul> <p><b>Grade K</b></p> <ul style="list-style-type: none"> <li>• Fully qualified, accredited social work professional status (CQSW, DipSW, CSS, PQCCA)</li> <li>• Current registration with Health and Care Professions Council</li> <li>• Level 3 Assessment /PQ1</li> </ul>	
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Availability to work as necessary outside normal office hours when necessary and by agreement</li> <li>• Ability to meet the travel needs of the post across the geographical area</li> </ul>	
<b>Behaviours</b>	<a href="#">Link</a>

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.