

## **Job Description**

<b>DIRECTORATE:</b>	Social Services and Wellbeing
<b>DEPARTMENT:</b>	Children's Social Care
<b>POST:</b>	Social Worker 1, 2 & 3 (Adoption Service)
<b>GRADE OF POST:</b>	Grade 10 – Newly Qualified Grade 11 – SW2 Grade 12 - Subject to 3 years post qualifying experience
<b>RESPONSIBLE TO:</b>	Regional Adoption Manager

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### **JOB PURPOSE:**

To recruit, assess prospective adopters using the Prospective Adopter Report (PAR) template, analysing complex information gathered as part of the assessment and present your recommendation to the Adoption Panel. Undertake non-agency adopter assessments and progress these to court for conclusion. To manage a varied caseload which will include working with colleagues where adoption is a potential plan for a child, family finding and matching of children with adopters and to contribute to court reports in support of adoption applications. To assist those affected by adoption with support for access to information about their past.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Contributing towards the recruitment, assessment, training and support of Adopters including responding to enquiries and recruitment campaigns by undertaking initial interviews with prospective adopters. Assessing, training, and supporting prospective adopters and the presenting of reports to adoption panel.
- Undertaking a supportive role for children and families where adoption is proposed as one of the permanence options for a child. Where adoption is then proposed as the primary plan, undertaking a range of family finding activities including the identification of suitable adopters, facilitating the matching process and supporting the placement of the child for adoption.
- Providing support to those affected by adoption including birth-record counselling/intermediary services for adopted people.
- Identifying unmet need and drawing it to the attention of managers in the Division and assisting in the collection of data as required.
- Taking responsibility with the Team Manager to identifying personal professional development and training needs and ensuring, where possible, they are met. Undertaking any duties and responsibilities commensurate with the grade of the post and participate in the regular review of the content of the job description.

- Working in accordance with the core values of the County Borough Council, the principles of the Children Act 1989 and the Adoption and Children Act 2002, Social Services and Well Being Act (Wales) 2014 the policies and procedures of the County Borough Council and United Nations Convention of the Rights of the Child.

### **Grade 11 – As above plus**

- Being responsible for greater numbers of care and support cases along with greater complexity including increased support for cases with any court-related proceedings, with the opportunity for joint-working.
- Mentoring and supporting social work students and social work assistants in their practice.

### **Grade 12 – As above plus**

- Leading, co-working with less experienced Social Workers in complex cases.
- Providing advice and guidance to and support the development of less experienced social workers and other members of the team.
- Supervision of Social Work Students.
- To undertake sensitive, acute, and complex adoption work comprising of assessment, supervision and support of prospective and existing Adoptive carers which will require court attendance and to act on behalf of the regional service in other formal settings.
- Routinely undertake extensive assessments of the suitability of applicants to adopt and present these assessments to formal adoption panels.
- Participate in matching decisions and recommendations for adoption panel and agency decision maker.
- Work with prospective adopters, foster carers and families of care experienced/adopted children. This will include:
  - Provision of complex assessments, placements, and the ongoing delivery of comprehensive robust support plans for children placed for adoption.
  - Contested adoption proceedings.
  - Services to children who are looked after.
  - Other complex care and support work as required.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#).

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **CRIMINAL RECORDS CHECK (WHERE APPLICABLE)**

This post requires criminal records check through the Disclosure & Barring Service (DBS).

**Person Specification**  
**Social Worker 1 & 3 (Adoption Service)**

The following attributes represent the range of skills, abilities, and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• A recognised social work qualification e.g., C.Q.S.W., C.S.S., Dip S.W., Degree in Social Work, and registration with one of the appropriate regulatory bodies.</li> <li>• 3 years post qualifying experience.</li> </ul>	<p align="center">Yes</p> <p align="center">For SW3 only</p>	<p>Production of original Qualification Certificates and application form.</p>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge &amp; understanding of current Social Services legislation in particular the Children Act 1989, Adoption Act 1976, Adoption and Children Act 2002 and associated regulations &amp; guidance, Social Services &amp; Wellbeing Act (Wales) 2014 and its relevance to Children's Services.</li> <li>• A minimum of three years post qualifying experience in Children's Services and work with Looked After Children in particular.</li> <li>• Experience of undertaking &amp; presenting PARs or similar complex assessments.</li> <li>• Experience of comprehending complex information, the analysing and summarising of that information to a high standard.</li> <li>• Experience of working with children and young people, their birth parents, and their foster carers.</li> <li>• Experience of managing a workload and supervision of foster carers and organising time.</li> <li>• Knowledge of Fostering work and procedures, Looked After Children work, Care Proceedings, information systems and quality assurance issues.</li> <li>• Direct experience of complex cases.</li> <li>• Direct experience of writing complex assessments which inform court applications/care plans for children and young people.</li> <li>• Direct experience of court work.</li> </ul>	<p align="center">Yes</p> <p align="center">Yes</p> <p align="center">Yes</p> <p align="center">Yes</p> <p align="center">Yes</p> <p align="center">Yes</p> <p align="center">Yes</p> <p align="center">For SW3 only</p> <p align="center">For SW3 only</p> <p align="center">For SW3 only</p>	<p>Interview, application form and selection process.</p>

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to develop and maintain working relationships with other professionals and agencies, focussing on the needs of the service.</li> <li>• Ability to demonstrate good organisational skills.</li> <li>• Good IT skills.</li> <li>• Ability to think clearly</li> <li>• Ability to communicate clearly and effectively in a written and verbal form with an ability to see issues in their widest context.</li> <li>• Ability to develop practice to an appropriate standard.</li>   <li>• Ability to work flexibly and proactively.</li> <li>• Ability to demonstrate personal and professional integrity with a commitment to personal development.</li> <li>• The ability to work safely.</li> <li>• Ability to work effectively as a member of a team sharing responsibilities and bringing enthusiasm and commitment.</li> <li>• Ability to form and develop working relationships with children, young people, their parents, and prospective foster carers.</li> <li>• Ability to make decisions appropriately.</li> <li>• Excellent skills in investigation and assessment.</li> <li>• Capacity to problem solve whilst working under pressure.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>	<p>Yes</p>	<p>Interview, application form, and selection process.</p>