

# Job Description

---

## 1. JOB PROFILE:

<b>Post</b>	<b>SOCIAL WORKER / SENIOR SOCIAL WORK PRACTITIONER – CONCURRENT PLANNING</b>
<b>Term of post</b>	Permanent
<b>Salary and Conditions</b>	£28, 221 - £32, 233/£37, 107   SCP 31 - 36 / 41 Advancement beyond the Bar at SCP 36 is subject to review and consideration of advancement to the status of Senior Practitioner. This post is designated as a car user post <b>Caritas Care</b> is an admitted body to the Local Government Pension Scheme (open only to existing, live members of the LGPS). Alternatively auto-enrolment into a pension scheme.
<b>Hours</b>	Full-Time   37.5 hours per week
<b>Line Manager</b>	Practice Manager, Concurrent Planning
<b>Job Location</b>	Stoke - Covering Stoke and Staffordshire
<b>Approved by CEO</b>	November 2017

---

## 2. PURPOSE OF THE POST:

The purpose of the post is principally to fulfil those objects of Caritas Care which relate to adoption and fostering, in particular by using Concurrent Planning to enable vulnerable babies and young children to return to live with their birth families, or to provide a permanent substitute home as early as possible in their lives.

Caritas Care recognises that early permanence is one of the most important factors in promoting the well-being of children. Its commitment is to ensure the highest quality of permanent care for all children who could benefit from it.

To support all those affected by adoption as a lifelong process.

The Charity is committed to presenting effective, consistent and supportive team operations, able to adapt with flexibility to changing demands.

**This post is based within the partnership between Caritas Care and Adoption Matters.**

---

## 3. RESPONSIBILITIES:

The Social Worker / Senior Social Work Practitioner will be expected to work with a degree of independence and autonomy. The differences between the work of a Senior Social Work Practitioner and a Social Worker are more of a degree than substance. The Social Worker can expect to receive close and supportive supervision and would not generally be required to represent the agency alone on inter-agency matters. The Senior Social Work Practitioner by virtue of greater experience or training is generally expected to operate with a greater degree of autonomy and would further be expected to provide advice and support to Social Worker colleagues.

The post holder will carry out work as required to enable the agency to provide a comprehensive fostering and adoption service.

**The principle responsibilities of the person performing this job are as follows:**

- To work to secure the well-being, stability and security of children referred to the Concurrent Planning Service in accordance with the Charity's aims
- To uphold the values and ethos of the Charity particularly through your support and respect for your colleagues, your respect for people seeking the Charity's services, and the quality of your professional practice
- To respect and preserve the confidentiality, both within and outside the office, of all who use the Charity's services
- Act in accordance with the procedures of Caritas Care/ Adoption Matters and the agreed outcomes of supervision

---

**4. KEY TASKS:**

**Your main duties are as follows:**

- Recruit, prepare and assess prospective concurrent carers
- Present applications and annual adoption/foster care reviews to the Charity and partnership Charity's Fostering and Adoption Panels
- Participate in the training of prospective concurrent carers, adopters and approved adopters
- Participate in and contribute to group meetings and other such means of training and supporting concurrent carers and adopters
- Participate in the duty system; this may involve attending meetings on others behalf
- Participate in the out of hours duty phone system
- Establish effective working relationships with concurrent carers and adopters
- To supervise Concurrent Planning placements supporting the carers through the fostering phase and liaising with birth parents and local authorities to ensure high quality contact between birth family, child and carers
- Participate in referral and placement planning meetings, assist in defining clear goals for children, contribute to the drawing up of placement agreements and arrangements for contact between children and their birth families
- Provide good liaison with local authorities in order to match suitable children with approved applicants and in co-operation with the placing agency to support the applicants both pre and post placement, including where necessary post adoption
- To attend planning meetings, reviews and court as necessary
- Implement and monitor defined plans by introducing, placing and supervising children in placement in accordance with Charity's procedures
- Attend and contribute to reviews of concurrent carers, adopters and children
- Manage a caseload in accordance with statutory and regulatory requirements
- Undertake childcare work through contractual arrangements with local authorities as required
- Keep written records of case work and maintain case files and statutory reviews to a high professional standard
- Safeguard the interests of children and families
- Work closely with field work colleagues and staff of the Charity
- Promote and maintain good working relationships with local authority colleagues, particularly within social services, education and health departments
- Participate in training in order to ensure an ongoing acquaintance with developments in professional practice and changes in legislation
- Attend regular supervision sessions and complete annual appraisal with line manager
- To attend Concurrent Planning and Charity staff and team meetings
- Work in a manner which is in keeping with the equal opportunities and anti-oppressive practice standards of Caritas Care and in accordance with the stated values of the organisation
- Ensure adherence to policies and procedures, in line with Fostering and Adoption Standards

and Regulations

- Adhere to Health and Safety regulations and maintain a safe working environment
- Work accountably within all the organisation's policies and procedures, including acceptable usage of ICT, Confidentiality, Data Protection and Equal Opportunities
- Abide by the HCPC Code of Practice for Social Care Workers, including post registration training and learning
- To offer advice and, where appropriate, counselling to birth parents and extended families, adoptive parents and extended families and adoptees
- Undertake any other duties as required, which are compatible and appropriate to the general character of the post, reflecting the changing demands of the service
- To share the Charity's commitment to equal opportunities.
- Undertake other work as directed up to and at a level commensurate with the principal accountabilities of the job
- At all times when carrying out principal responsibilities to maintain financial and budgetary awareness and ensure that operation management approval is obtained for any expenditure outside own delegated maximum
- Participate in recruitment and advertising projects for the for Charity and Concurrent Planning team

**Additional tasks according to specific interests skills and agency projects:**

- Input to training events, within and outside the agency
- Practice Teacher tasks
- Special projects on behalf of the Charity

---

**5. ADDITIONAL DUTIES:**

It is the nature of the work of Caritas Care that tasks and responsibilities are, in many circumstances, unpredictable and varied. Each staff member is, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. Such additional duties would normally be to cover unforeseen circumstances or changes in work and would normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

---

**6. CONFIDENTIALITY:**

It is expected that all Caritas Care employees will understand that our work is confidential and that personal details must not be divulged to members of the public. This obligation will continue indefinitely even after termination of employment. All approaches by the media or other third parties must be referred, unanswered, to the line manager.

---

**7. VALUES AND PRACTICE PRINCIPLES:**

The person who holds this position is expected to be familiar with and have regard to the Vision, Mission and Values Statement of Caritas Care and work within that framework. He or she must be prepared to operate within the ethos of the charity.

---

**8. QUALIFICATIONS AND EXPERIENCE:**

The post holder will be expected to demonstrate his or her suitability for the post through life and career experience. See the Person Specification for full details.

**AMANDA FORSHAW**  
*Chief Executive*

<b>PERSON SPECIFICATION</b> <i>(To be read in conjunction with the Job Description)</i>	
<b>POST</b>	SOCIAL WORKER / SENIOR SOCIAL WORK PRACTITIONER – CONCURRENT PLANNING
<b>APPROVED BY CEO</b>	July 2015

<b>1</b>	<b>QUALIFICATIONS</b> (E = Essential D = Desirable)	<b>E</b>	<b>D</b>	<b>Evidence to be derived from</b>
	<ul style="list-style-type: none"> <li>HCPC recognised social work qualification</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>Registration with HCPC (or application submitted)</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>Record of recent in-service and on-going training to be demonstrated</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>Advanced Child Care Award</li> </ul>		✓	Application Form
	<ul style="list-style-type: none"> <li>Specialist qualifications in work with children and young people</li> </ul>		✓	Application Form

<b>2</b>	<b>EXPERIENCE</b> (E = Essential D = Desirable)	<b>E</b>	<b>D</b>	<b>Evidence to be derived from</b>
	<ul style="list-style-type: none"> <li>Of social work practice with children and families in a local authority</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>Of family placement and permanency planning</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>Of concurrent planning</li> </ul>		✓	Application Form / Interview
	<ul style="list-style-type: none"> <li>Of presenting material to fostering/adoption panels</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>Of implementing and monitoring plans for children</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>Of work in a voluntary organisation</li> </ul>		✓	Application Form
	<ul style="list-style-type: none"> <li>Some experience of supervising/mentoring others, e.g. student supervision</li> </ul>		✓	Application Form
	<ul style="list-style-type: none"> <li>Of child protection practice</li> </ul>		✓	Application Form / Interview
	<ul style="list-style-type: none"> <li>Of developing and delivering training</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>Of court proceedings</li> </ul>		✓	Application Form
	<ul style="list-style-type: none"> <li>Of working in a social work team</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>Of multi-disciplinary work</li> </ul>		✓	Application Form

<b>3</b>	<b>KNOWLEDGE / SKILLS</b> (E = Essential D = Desirable)	<b>E</b>	<b>D</b>	<b>Evidence to be derived from</b>
	<ul style="list-style-type: none"> <li>Of public and private law relating to children</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>Working knowledge of all relevant children's legislation and associated guidance, in particular Children's Act 1989, Children Act 2004 and Adoption and Children Act 2002, Adoption:</li> </ul>	✓		Application Form

	National Minimum Standards 2011			
	<ul style="list-style-type: none"> <li>Knowledge of concurrent planning and fostering for adoption</li> </ul>		✓	Application Form
	<ul style="list-style-type: none"> <li>Of child and adolescent development and behaviour</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>Of child neglect and physical, sexual and emotional abuse</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>A thorough understanding of the principles and effects of separation and loss on children</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>Of safeguarding policy and practice</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>Familiarity with direct work techniques and family placement issues and practices</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>Communicate effectively and comfortably with children and families from various social, economic and ethnic backgrounds</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>Communicate with and promote good working relationships between colleagues – both fieldwork, residential and other professionals</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>Plan, organise and manage a caseload, associated administration, and general use of time</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>Write fluent accurate, concise and non-judgemental reports which are consistent with statutory guidance and agency procedures</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>Keep appropriate and accurate case records</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>Use initiative and seek advice as appropriate</li> </ul>	✓		Application Form / Interview

4	ATTITUDES & VALUES (E = Essential D = Desirable)	E	D	Evidence to be derived from
	<ul style="list-style-type: none"> <li>Understanding of and commitment to share the values of Caritas Care in general and of its family placement service in particular</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>Respect for the confidence of all users of Caritas Care services</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>Commitment to professional training and personal development</li> </ul>	✓		Application Form
	<ul style="list-style-type: none"> <li>Keen sense of justice and a determination to challenge discrimination in any form</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>Commitment to equality and diversity</li> </ul>	✓		Application Form / Interview
	<ul style="list-style-type: none"> <li>Flexibility and willingness to work outside office hours, e.g. support groups</li> </ul>	✓		Application Form / Interview

5	MISCELLANEOUS (E = Essential D = Desirable)	E	D	Evidence to be derived from
	<ul style="list-style-type: none"> <li>Willingness to consent to a Disclosure &amp; Barring Service check</li> </ul>	✓		Interview
	<ul style="list-style-type: none"> <li>Access to own transport and willingness to travel</li> </ul>	✓		Application Form

**AMANDA FORSHAW**  
Chief Executive