

Job Description

1. JOB PROFILE

Post	SOCIAL WORKER/SENIOR SOCIAL WORK PRACTITIONER - ADOPTION
Term of post	Permanent
Salary and Conditions	Salary Point 31 – 36/37 - 41 £28, 785 - £32, 878/£33, 799 – 37, 849 This post is designated as a car user post Caritas Care 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.
Hours	Full time (37.5 hours per week)
Line Manager	Adoption Practice Manager
Job Location	Preston – but also to cover work in Cumbria
Approved by CEO	May 2020

2. THE PURPOSE OF THE POST

The assessment and support of the prospective adopters including recruitment, family finding, matching and post placement support.

3. RESPONSIBILITIES:

The 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 principle responsibilities of the person performing this job are to:

- work to assess prospective adopters, attendance at Adoption Panels, family finding and post placement support. All of the above to secure the well-being, stability and security of children referred to Caritas Care in accordance with the Agency's aims;
- uphold the values and ethos of the Agency particularly through your support and respect for your colleagues, your respect for people seeking the Agency'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 agency's services; and
- act in accordance with the procedures of Caritas Care and the agreed outcomes of supervision.

4. KEY TASKS

Your main duties:

- Assist in the recruitment assessment, preparation and training of prospective adopters
- Present applications to the Agency's adoption panel
- Establish effective working relationships with adopters
- Safeguarding children
- Participate in planning meetings, assist in defining clear goals for children, and contribute to the drawing up of placement agreements
- Implement and monitor defined plans by introducing, placing and supervising children in placement in accordance with agency's procedures
- Attend and contribute to reviews of adopters and children
- Provide advice, guidance, support and counselling to families and their children including:
 - For parents in talking to their children about adoption as they grow up particularly sharing difficult information
 - For parents where children are exhibiting difficult behaviour which may be linked to early experiences
 - Direct work with families to help children explore feelings and memories about loss and adoption.
- Maintain up to date and appropriate written records including assessment, work plan and outcomes in every case;
- Assist the Adoption Practice Managers with the development of policies and procedures;
- Ensure adherence to policies and procedures, in line with Adoption Standards and Regulations;
- Liaise closely with the Adoption Practice Managers to ensure consistency of practice and approach;
- Attend staff meetings and participate in training and development events;
- Participate in the support and supervision of students;
- Attend regular supervision sessions and complete annual appraisal with line manager;
- 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;
- 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;
- 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; and
- Abide by the Social Work England Code of Practice, including post registration training and learning.
- Respond to change in a flexible and positive manner.

5. ADDITIONAL DUTIES

It is in 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 Statement of Values and the Principles of Practice of Caritas Care and work within that framework. He or she must be prepared to operate within the ethos of the agency.

8. **QUALIFICATIONS AND EXPERIENCE**

The person appointed to this position will satisfy the criteria identified in the Person Specification.

SUSAN SWARBRICK

Chief Executive

PERSON SPECIFICATION

(To be read in conjunction with the Job Description)

POST	SOCIAL WORKER/SENIOR SOCIAL WORK PRACTITIONER – ADOPTION
APPROVED BY CEO	May 2020

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

2	EXPERIENCE (E = Essential D = Desirable)	E	D	Evidence to be derived from
	<ul style="list-style-type: none"> Of Social Work practice with children and families in local authority 	✓		Application form
	<ul style="list-style-type: none"> Of family placement and permanency planning 	✓		Application form/interview
	<ul style="list-style-type: none"> Of presenting material to fostering/adoption panels 	✓		Application form/interview
	<ul style="list-style-type: none"> Experience of implementing and monitoring plans for children 	✓		Application form/interview
	<ul style="list-style-type: none"> Experience which provides a framework for assessing children's needs and applicants suitability to adopt or foster 	✓		Application form/interview
	<ul style="list-style-type: none"> Of work in a Voluntary Organisation 		✓	Application form
	<ul style="list-style-type: none"> Some experience of supervising/mentoring others e.g. student supervision 		✓	Application form
	<ul style="list-style-type: none"> Of child protection practice and safeguarding children 	✓		Application form/interview
	<ul style="list-style-type: none"> Of developing and delivering training 		✓	Application form/interview
	<ul style="list-style-type: none"> Of court proceedings 		✓	Application form
	<ul style="list-style-type: none"> Of working in a social work team 	✓		Application form
	<ul style="list-style-type: none"> Of multi-disciplinary work 	✓		Application form

3	KNOWLEDGE / SKILLS (E = Essential D = Desirable)	E	D	Evidence to be derived from
	<ul style="list-style-type: none"> Of public and private law relating to children 	✓		Application form

	<ul style="list-style-type: none"> Of undertaking analytical assessments of potential adopters and foster carers and work within defined timescales 	✓		Application form/Interview/Test
	<ul style="list-style-type: none"> Working knowledge of all relevant children's legislation and associated guidance, in particular The Children's Act 1989, Children Act 2004 and Adoption and Children Act 2002, Adoption and Fostering: National Minimum Standards 2011 and 2013 	✓		Application form
	<ul style="list-style-type: none"> Of child and adolescent development behaviour 	✓		Application form/interview/test
	<ul style="list-style-type: none"> Of child neglect and physical, sexual and emotional abuse 	✓		Application form/interview/test
	<ul style="list-style-type: none"> A thorough understanding of the principles and effects of separation and loss on children 	✓		Application form/interview/test
	<ul style="list-style-type: none"> Familiarity with direct work techniques and family placement issues and practices 	✓		Application form/interview/test
	<ul style="list-style-type: none"> Communicate effectively and comfortable with children and families from various social, economic and ethnic backgrounds 	✓		Application form/interview
	<ul style="list-style-type: none"> Communicate with an promote good working relationships between colleagues – both fieldwork, residential and other professionals 	✓		Application form/interview
	<ul style="list-style-type: none"> Plan, organise and manage a caseload, associated administration, and general use of time 	✓		Application form/interview
	<ul style="list-style-type: none"> Write fluent accurate, concise and non-judgemental reports which are consistent with statutory guidance and agency procedures 	✓		Application form
	<ul style="list-style-type: none"> Keep appropriate and accurate case reports using the agency database 	✓		Application form
	<ul style="list-style-type: none"> Use initiative and seek advice as appropriate 	✓		Application form/interview
	<ul style="list-style-type: none"> Some experience of supervising/mentoring others, e.g student supervision 		✓	Application form

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

5	MISCELLANEOUS (E = Essential D = Desirable)	E	D	Evidence to be derived from
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	<ul style="list-style-type: none"> Willingness to consent to a Disclosure & Barring Service check 	✓		Application form/Interview
	<ul style="list-style-type: none"> Car owner and willingness to drive 	✓		Application form

SUSAN SWARBRICK

Chief Executive