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| |  | | --- | |  | | **Family Support Worker**  **(Letterbox)**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/>  H:\Directorate Services Team\Recruitment (Annalie Burns' Team)\Recruitment\OTHER\Diversity and Inclusion\DISABILITY CONFIDENT\employer_small.png |   green band epsStockport Council  **Job Description** | |
| Post Title: Family Support Worker - letterbox  **Service Area: Adoption Counts**  **Directorate: Services to People ( Children)**  **Team: Adoption Support** | Salary Grade: Scale 5 |
| **Post Reports to: Senior Social Worker / Team Manager**  **Post Responsible for: N/A** | |
| **Main Purpose of the Job:**  To support birth families and adopters to participate in direct / indirect contact through a Letterbox exchange , to promote the child’s identity, across the Regional Adoption Agency reach area.  To support adoptive families in implementing and reviewing the adoption support plan .  To support Birth families in understanding their role in promoting their child’s identity when they have been adopted. | |
| **Summary of responsibilities and key areas:**  Facilitating direct and indirect contact, delivering Family Support to Adoptive families, building and maintaining relationships with adopted children through 1-1 work and groupwork delivery, and enabling birth parents to enagage in promoting their childs identity . | |
| **Job activities:**  1. Facilitating letterbox contact   * 1. To undertake letterbox agreements with birth families, Social Workers and adopters within Adoption Counts Good Practice standards   2. To review all letterbox exchanges and ensure they meet the standards.   3. To facilitate the transfer of information in a sensitive and secure manner .   4. To offer advice and support to participants of the service to ensure exchanges are sensitive, appropriate and child focused.   2. Family support  2.1 To deliver a package of support to adoptive families as outlined in the adoption support plan or adoption support assessment of need in partnership with other professionals .  2.2 To develop trusting relationships with adopted children to support their needs in relation to identity, belonging and security.    2.3 To develop and co facilitate universal groups that meet the needs of adoptive families as a whole and as individuals.    2.4 To work with the birth families to support them with their needs in respect of adoption  2.5 Liaise with other services and agencies to ensure the best support for adopted children, adoptive parents and birth families.  3 Meetings, developmental work  3.1 To work as an enthusiastic and committed team member, contributing to the development of the  Service.  3.2 To participate in adoption team meetings ,service meetings and any  working groups deemed to be appropriate.  3.3 To participate in and deliver training for staff and adoptive applicants.  3.4 To participate in regional events as appropriate.  3.5 To contribute to administrative, monitoring and evaluation systems for the adoption service  4 General  4.1 To participate in the development of the Council’s services for children and young people  4.2 To promote good communication between the Regional adoption agency and other social work staff, other agencies and the local community in the interests of children and young people.  4.3 To prepare for and attend supervision sessions and staff meetings and make use of all available  training and staff development opportunities.  4.4 To maintain appropriate timely records in line with the Recording Policy, and to produce reports as required.  4.5 To promote and use anti-discriminatory practice in family placement with due regard to religion, racial origin, culture, language, gender, sexual orientation and disability.  4.6 Any other duties requested by management commensurate with the grade and role of the post. | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| 1. NVQ level 3 or equivalent recognised childcare qualification | Essential |  |  |  |  | Essential |
| 1. Post qualification experience of working with children who have experienced trauma or neglect and their families/carers | Essential |  |  |  |  | Essential |
| 1. Evidence of joint working with other agencies or a willingness to do so. | Essential |  |  |  |  | Essential |
| 1. Some experience of working directly with children or a willingness to do so. | Essential |  |  |  |  | Essential |
| 1. Confidence in working with children and young people with challenging behaviours | Essential |  |  |  |  | Essential |
| 1. Knowledge of the additional needs relating to children who are adopted | Essential |  |  |  |  | Essential |
| 1. Knowledge of human growth and development, attachment and the impact of early trauma. | Essential |  |  |  |  | Essential |
| 1. Ability to contribute to assessment of needs | Desirable |  |  |  |  | Desirable |
| 1. Understanding of child protection and safeguarding issues to promote the welfare of the child at all times. | Essential |  |  |  |  | Essential |
| 1. Ability to work across agency boundaries in pursuit of common goals. | Desirable |  |  |  |  | Desirable |
| 1. Understanding of the impact of adoption on all members of the “Adoption Triangle” including birth families | Essential |  |  |  |  | Essential |
| 1. Commitment to delivering high quality training, participate in information events , groups etc | Essential |  |  |  |  | Essential |
| 1. Effective verbal and written communications skills | Essential |  |  |  |  | Essential |
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