



LEEDS CITY COUNCIL - JOB DESCRIPTION

Directorate: Children and Families

Service Area: One Adoption West Yorkshire

Job Title: Adoption Advisor

Grade: C1

Responsible To: Team Managers

Responsible For: N/A

Conditions of Service: NJC Conditions apply

One Adoption West Yorkshire

Our Vision

We want One Adoption to be a Child Friendly agency and are committed to ensuring that children and young people;

- are safe from harm
- do well at school and are ready for work
- choose healthy lifestyles
- have fun growing up, and
- are active citizens who feel they have voice and influence

Our goals

We believe that every One Adoption West Yorkshire and Children's Services employee can make a contribution to make our vision a reality and we encouraged everyone to work as part of the agency team to shape children and family centred local services based on our priorities of ;

- helping children to live in safe and supportive families
- ensuring that we protect the most vulnerable
- encouraging activity and healthy eating
- improving support where there are additional health needs
- promoting sexual health
- readiness for school
- improving behaviour, attendance and achievement
- reducing the numbers of young people who are not in employment, education or training
- providing opportunities for play, leisure, culture and sporting opportunities

- reducing youth crime and anti-social behaviour
- increasing participation, voice and influence

Job Purpose:

To be responsible for the recruitment of adopters, supporting the family finding of children and providing adoption support. There will be a need to write reports, maintain and update systems, records and databases and delivering excellent customer service at all times.

Roles and Responsibilities:

To provide a timely, positive and professional response to initial enquiries received from prospective adopters taking initial information, booking home visits and updating systems and databases.

To take a positive customer focussed response to initial enquiries and ensure every effort is made to make contact with prospective foster carers within the time limit stipulated.

To arrange and conduct, initial home visits to prospective adopters within agreed timescales.

To ensure that initial home visit reports are written up and completed within 48 hours and of a high standard

To ensure compliance with safeguarding procedures and make clear that the safeguarding of children and the promotion of their welfare is given absolute priority in all activities.

As a member of the Adoption Service, you will contribute to and learn from the best practice and continue to develop the efficient customer focused experience of the support to and recruitment of adopters.

Support the marketing and local area teams with community based recruitment activity and family finding events where necessary.

To take responsibility for enquiries to the service and the completion of initial visits in the city. To ensure all documentation including consents to statutory checks are completed without delay

To keep performance records and written details/records of all contacts and contact activity, including all visits and to update records and database systems.

To be responsible for the interface with administrative and IT systems and to ensure that existing systems are maintained, developed and responsive to the smooth and efficient running of the Adoption Service.

Accurately input information concerning prospective Adopters onto the database at all stages of the process and be able to utilise the database fully.

Assist in the preparation and delivery of training programmes for prospective Adoptive carers. Assist in life appreciation days, family finding work and adoption support for families.

Additional Duties

The post holder will be expected to undertake training and development deemed necessary for the pursuance of the post.

The post holder will be expected to ensure to comply with Equal Opportunities Policy and Procedure in all employment practices.

The post holder to undertake other duties as may be requested of the post holder that is commensurate with their level of responsibility and skills.

The post holder will be expected to comply with all Leeds policies and procedures.

The post holder will be expected to ensure that Health and Safety is observed in the course of employment. The post holder will be expected to comply with the no smoking policy in place.

Comply with the requirements of all Leeds City Council and directorate policies, procedures and staff instructions, including responsibilities under the Health and Safety Policy and Procedures.

Actively promote and support Leeds City Council Policies on Equal Opportunities and working in an anti- oppressive manner.

Be proactive in employee development activities including regular supervision and appraisal to ensure up to date skills and continuous professional development.

Undertake other duties appropriate to the post as required by the Team Manager and/or Advanced Practitioner.

SPECIAL CONDITIONS This post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence. References for this post will be taken up at the shortlisting stage and candidates will not be interviewed without two appropriate, professional referees including the most current/most recent employer

PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method Of Assessment will be through one or more of the following Application Form, Test, Interview or Certificate.

Skills Required

- Ability to communicate effectively with people at all levels including written and verbal skills.
- Ability to work on own initiative and as part of a team.
- Ability to work under minimal supervision, to make decisions and act on own initiative
- Ability to work under pressure.
- Reliable, flexible and dependable.

Knowledge required -

- A basic awareness of child care legislation including The Adoption Services National Minimum.
- Standards.
- A basic awareness of current developments affecting the provision of children's services from a legal, political and social policy context.
- Knowledge of child protection issues.
- Understanding of the work of other key agencies and links to social work practice.

Experience required -

- At least 2 years general experience within a customer focused service.
- To be able to evidence an understanding and practical application of the use of IT and electronic communications, including the use of Microsoft Office.
- Experience of working in/with social services, youth services, welfare or care environment or experience as an adopter required.
- Demonstrate customer relationship experience.
- Ability to compose clear, accurate and concise reports, letters and memos.
- Experience of working within a range of diverse communities.

Behavioural & Other Related Characteristics required

- Must hold a full and valid driving licence and have access to a car.
- A commitment to Equal Opportunities in all work practices.
- Willingness and ability to work flexibly including weekend, early morning and evening work as necessary and undertake tasks such as attending initial visits, recruitment, support groups and PR events, meetings and training.
- Be prepared to seek advice where necessary.
- An appreciation and commitment to Health and Safety issues in the workplace.

Qualifications:

GCSE (or equivalent) 5 A-C's including English and Mathematics

Job Description Content Prepared
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