



One Adoption West Yorkshire (hosted by Leeds City Council)

Job Description

Job Title: Senior Adoption Social Worker

Service Area: One Adoption West Yorkshire

CORE VALUES, AMBITIONS AND GOALS FOR ONE ADOPTION WEST YORKSHIRE AND CHILDREN'S SERVICES EMPLOYEES

As an adoption agency our Ambition is to be the best regional adoption agency in the UK

Our behaviours will be influenced by our values of;

- Working as a Team for One Adoption West Yorkshire and Leeds
- Being Open, Honest & Trusted
- Working with Communities
- Treating People Fairly
- Spending Money Wisely

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

LEEDS CITY COUNCIL - JOB DESCRIPTION

Directorate: Children and Families

Service Area: Social Care

Job Title: Senior Adoption Social Worker

Grade: PO3

Responsible To: Team Manager

Responsible For: Senior Adoption Social Workers will supervise students and provide guidance for trainees, support staff and social work assistants

Conditions of Service: NJC Conditions apply

Job Purpose: Under the general direction of a Team Manager to provide a high quality and comprehensive adoption service to all people affected by adoption. In accordance with the organisational needs, policy and practices of the Directorate and within statutory regulations and national minimum standards.

The post holder must at all times carry out responsibilities within the City Council's Policies and Procedures, in particular the Council Policies on Equality and Diversity, Health and Safety, and also within the Health and Care Professions Council Code of Practice.

This is an experienced Senior Adoption Social Worker role with specific responsibilities for managing a caseload and specific pieces of casework involving higher levels of complexity. This will include assessment and management of risk and to provide casework advice, support and guidance to other team members and other social work teams and professionals.

Core Responsibilities:

To carry a caseload of adoptive families who care for more complex children and undertake evidence based assessments of these adopters and their families using an evidenced based and child focused approach in accordance with agreed statutory and directorate procedures.

To family find for more complex children and to provide advice and support on carer assessments and casework to less experienced team members

On the basis of an analysis of adoptive parents' strengths and vulnerabilities, devise and implement a support plan which correspond to the assessed needs of adopters their families in line with procedures.

Responsible for analysing information and risks to support the ongoing needs of adoptive parents and their families to promote the wellbeing of children placed with them.

To monitor and review support and supervision plans relating to the assessed needs of adoptive families in accordance with directorate procedures.

To undertake annual reviews of adoptive parents as required.

To work in partnership in a team parenting approach to help identify any needs within the adoptive family with other professionals to ensure the coordinated implementation of care plans for children placed with adopters. Working within safeguarding procedures, to work with adopters in managing risks and providing safe care plans where children have experienced or likely to experience significant harm.

To lead and organise training for adopters and contribute to the delivery of practice development days within the service as well as providing training for children's social work teams and partner agencies on relevant topics relating to the Adoption Service.

To provide consultation, guidance and advice to fieldwork colleagues on matters relating to adoption.

To lead on recruitment events, activities and open days/evenings to promote the work of the service and to recruit potential adopters.

To organise and lead support group meetings/events for adopters and children.

To operate and take part in a duty system.

Provide written and verbal reports which are concise, informative and based on analysis of complex evidence which can be used within the legal context.

Maintain and update case notes and other records and write reports as required.

Use management information systems, keeping them up to date and able to provide concise and accurate information about circumstances and plans within the requirements of data protection.

Be compliant with relevant governance, policy and procedures.

Develop and maintain effective working relationships with other professionals within the directorate and partner agencies to ensure integrated, holistic and multidisciplinary approach to the care management and safeguarding of service users.

Contribute to the promotion of improved outcomes for individuals, families, carers and groups from diverse and disadvantaged communities.

Be responsible for understanding and applying all relevant practice standards, policies and procedures.

Maintain an awareness of related theories and legislation. Disseminate knowledge and contribute to the delivery of a high standard of service.

Responsible for planning and negotiating a range of appropriate services and interventions that meet the needs of service users within delegated levels of responsibility.

Assist in the planning and developing of future services and policies, promote innovative ways of developing practice and contribute to the development of the adoption service.

Identify and implement strategies for responding appropriately to concerns about practice or procedures, seeking guidance if required.

Under the direction of the Team Manager undertake specific pieces of work in relation to customer feedback, representations, complaints, multi agency projects or service developments and make recommendations or actions plans to implement these to improve service delivery.

Appropriately participate in meetings and relevant forums and convene and chair multi agency meetings in line with procedures. Organise work activities taking account of the need to prioritise tasks and responsibilities ensuring statutory legislation and service priorities are met.

To work to and within the prescribed professional capabilities framework.

Work to the prescribed standards for service provision and maintain performance and develop practice and experience in line with personal targets as agreed with line manager through supervision and appraisal.

To participate in training and development activities that ensures up to date knowledge, skills, and continuous professional development.

To supervise students and contribute to the preparation of practice learning settings for student placements, ensuring induction programmes are provided and continuously monitor learning setting and opportunities provided.

To comply with the requirements of all Leeds City Council and Directorate policies and procedures and staff instructions, including responsibilities under Health and Safety policy and procedures.

To actively promote and support Leeds City Council's and Directorate policies on Equality and Diversity.

To undertake any other duties and responsibilities appropriate to the grade and purpose of the job as may be determined by the directorate.

Senior Adoption Social Worker

Job Overview: To be responsible for managing a caseload and specific pieces of assessment and casework involving higher levels of complexity to improve outcomes for children where there is a plan for adoption and within adoptive families once children are placed and adopted. This will include assessment and management of risk and to provide casework advice, support and guidance to other team members. To provide counselling for more complex situations involving those affected by adoption, including adopted adults and birth relatives. To maintain and update case notes and other records, write reports as required and if required, give evidence in court in relation to care or other proceedings. Contribute to planning and developing of future services and policies and promote innovative ways of developing support to adoptive and birth families. To supervise students.

RESPONSIBILITIES – SENIOR ADOPTION SOCIAL WORKER, CHILDREN’S SERVICES:

- Working restoratively to develop and maintain effective relationships with adoptive parents and their families and other professionals to achieve positive outcomes for children placed with them.
- Carry out the role and responsibilities of a Senior Adoption social worker for a complex caseload of adoptive families and birth relatives as outlined within the regulatory framework.
- Responsibilities include the recruitment, assessment, support, training and counselling of adoptive families and birth relatives and adopted adults.
- To undertake risk assessments regarding contact arrangements.
- To provide a high level of support for complex situations in adoption regarding adoption disruptions.
- Work with relevant agencies, including the convening and chairing of complex meetings.
- Responsible for the re-negotiation of complex contact arrangements.
- Work with adopters and their families to help them make informed decisions, enabling them to express their needs and care safely for children placed with them.
- Work to be undertaken with supervision and guidance from the Team Manager. This may include elements of co-working more challenging casework alongside more experienced workers.
- To undertake Practice Educator Level 2 training and supervise students.

Equality & Diversity: Within the Council this is about making sure that everyone can fully join in the social, cultural, political and economic life of the city. The City Council is committed to its value of Treating People Fairly; this includes our staff and the people of Leeds. We will make sure that we do not discriminate against people because of their age, impairment, ethnic origin, nationality, religious belief, social class, gender, sexual orientation, gender reassignment, and marital status, responsibility for dependants, trade union activity or for any other unfair reason.

Health & Safety: The Council believes that ensuring the safety, health and well-being of employees, contractors, service users (including learners) and all others affected by our activities is essential to accomplishing our ambition and values. As a large employer we are committed to being an exemplar for good practice and contributing to the wider health agenda by ensuring that work doesn’t contribute to poor health, using the workplace to improve health and well-being, and supporting our workforce to be “Happy, Healthy and Here”. We expect all employees to contribute to their own individual safety and well-being and to that of others who may be affected by their actions.

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.

Qualifications: Appropriate professional qualification (Degree, DipSW, CQSW or equivalent) Registration with the Health and Care Professions Council (HCPC) upon commencement in post and maintain registration. Practice Educator 2.

Skills required

- Able to effectively plan, manage, prioritise and evaluate work with users.
- Ability to plan, prioritise and time manage a complex workload.
- A high level of effective written and verbal communication and the ability to pass information accurately and concisely with a range of partners and services users, carers and colleagues.
- Able to overcome resistance and to exercise assertiveness in appropriate situations when working with adopters, foster carers and birth families and other professionals.
- Ability to negotiate, challenge and manage conflict.
- To innovate and problem solve with the ability to identify appropriate social work interventions in order to promote positive change.
- Ability to devise and implement service, supervision and support plans.
- Ability to assess and analyse the skills of and work with individuals, families and groups using a person centred approach.
- Ability to promote the development of good practice, while monitoring it against national minimum standards, through identifying and eliciting feedback from a range of sources.
- Ability to exercise individual judgement and consult where and when necessary.
- Ability to be flexible, creative and use own initiative.
- Ability to maintain accurate service user records, assessments and follow policy and procedure.
- Able to record, evidence and communicate using technology.
- Able to exercise individual judgement, assess risk and consult where and when appropriate.
- Ability to make proactive use of Supervision to reflect critically on practice and explore different approaches to work and understand the boundaries of professional accountability.
- Ability to chair complex multi-agency and other meetings and represent the Council in a professional capacity.
- Able to develop self and others including mentoring, supervision and development of student placements and other social work staff.
- Able to lead and motivate staff.

Knowledge required

- Appropriate social work professional qualification (BSc, BA, MA, DipSW, CQSW, or equivalent).
- Registration with the Health and care Professions Council (HCPC).

- Practice Educator 2.
- of the range of theories and models for Social Work intervention with individuals, families, groups and communities.
- Of relevant legislation in adoption and fostering and child care appropriate to the needs of service users from a wide range of backgrounds.
- Awareness of the broad range of factors that impact on adoptive and birth families and the children they care for e.g. separation, loss, grief, drugs, alcohol.
- Understanding of the roles and responsibilities of statutory and voluntary agencies.
- Basic awareness of IT systems including Microsoft Office, Internet and Email.
- Of current, trends, policies, legislation and regulatory bodies in relation to vulnerable people within a social care setting.
- Demonstrate an understanding of the importance of confidentiality and the needs and wishes of individuals, families and carers as appropriate.
- Demonstrate an awareness of needs and safeguarding issues associated with vulnerable people.
- Demonstrate an understanding of diversity issues within local communities.
- A good understanding of the challenges of working within a multi-agency environment.

Experience required

- Of working with adoptive families.
- Of working in a multi-agency setting.
- Demonstrated creativity in tackling and solving problems.
- Of working within and implementing a person centred/child focused approach.
- Of supervising, supporting, encouraging and advising qualified and non-qualified staff.

Use of reflective practice techniques to critically analyse information to inform decision making and planning.

- Producing written records and reports to a high standard for a variety of purposes with language suited to function.
- Managing a high level, complex and diverse caseload within agreed parameters, policy and procedure.
- At least 3 years post qualifying experience in child care social work including direct experience of working with adoptive families as set out in regulation 3. 2 (b) (ii) of The Restriction on the Preparation of Adoption Reports Regulations 2005.

Application of information gathering skills to make and contribute to assessments.

Behavioural & Other Related Characteristics required

- Committed to continuous improvement.
- Identify and take account of the significance of diversity on the lives of people and show application of this understanding in practice.
- To carry out all duties having regard to an employee's responsibility under the Council's Health & Safety Policies.
- Take responsibility for improving practice through professional development.

- Registration with the Health and Care Professions Council (HCPC) upon commencement in post and maintain yearly registration.

PERSONAL SPECIFICATION DESIRABLE REQUIREMENTS: It is desirable 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 are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

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

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

Skills required

- Possession of a full current driving licence.
- Preparation and delivery of training/ group work.
- Theraplay techniques.
- Counselling.

Knowledge required

- Consolidation of learning for specialist practice.

Experience required

- Of working with a wide range of Service user groups.
- Of direct work with children and young people.
- Of counselling.
- Attachment Style Interviewing.

Job Description Content Prepared / Reviewed by:

Name Howard Lovelady

Designation Project Manager

Name

Designation

Date: December 2016

Date: