



## **One Adoption West Yorkshire (hosted by Leeds City Council)**

### **Job Description**

**Job Title:** 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,
- 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:** One Adoption

**Job Title:** Adoption Social Worker

**Grade:** PO1

**Responsible To:** Team Manager

**Responsible For:** Adoption Social Workers will supervise Students.

**Conditions of Service:** NJC Conditions apply

**Job Purpose:** Under the general direction of a Team Manager to provide a high quality and comprehensive adoption 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.

### **Core Responsibilities:**

To manage a caseload of adoptive families/birth parents or adopted adults and undertake assessments of adopters and their families using an evidenced based and child focused approach in accordance with agreed statutory and directorate procedures.

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 adopters, their families and children placed with them.

To monitor and review support relating to the assessed needs of adopters and their families in accordance with directorate procedures.

To undertake annual reviews of adopters as required.

To family find for children and to provide specialist advice and support to social workers on issues relating to adoption.

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 them.

Working within safeguarding procedures, to work with adoptive families in managing risks in complex situations and providing safe care plans where children have experienced or likely to experience significant harm.

To participate in the recruitment of potential adoptive parents and identify training needs of adoptive families and deliver training as required.

To undertake direct work with children where required.

To take part in a duty system on a rota basis.

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

To organise and lead adoption support group meetings on a regular basis.

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.

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

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

Appropriately participate in meetings and relevant regional 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 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 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.

## **Adoption Social Worker**

**Job Overview:** To be responsible for a caseload of adoptive families which includes the assessment, support and training of those adoptive families to ensure they care properly for children placed with them. To undertake family finding for children requiring adoption. To provide counselling to adoptive and birth families and adopted adults where required. 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 adopters and their families. Supervise students.

## **RESPONSIBILITIES – ADOPTION SOCIAL WORKER, CHILDREN'S SERVICES:**

- Working restoratively to develop and maintain effective relationships with adoptive parents, birth families and other professionals to achieve positive outcomes for children placed within adoptive families.
- Carry out the role and responsibilities of an adoption social worker for a caseload of adoptive and birth families as outlined within the regulatory framework.
- Responsibilities include the recruitment, assessment, support and, training of adopters.
- To provide counselling for adoptive parents, adopted adults and birth relatives where required.
- Where necessary work in the court arena for adoption and care related proceedings.
- Plan and commission services and support for adoptive families.
- Work with relevant agencies, including the convening and chairing of meetings.
- Work with adoptive parents 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 1 training and supervise social work 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.

**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 1.

### **Skills required**

1. Able to effectively plan, manage, prioritise and evaluate work with users.

2. Ability to plan, prioritise and time manage own workload.
3. Able to communicate and pass information effectively, accurately and concisely with a range of partners and services users, carers and colleagues.
4. Able to engage individuals, families, carers and workers from other agencies.
5. Able to identify appropriate social work interventions in order to promote positive change.
6. Ability to devise and implement service and support plans.
7. Ability to assess the needs of and work with individuals and groups using a person centred approach.
8. Ability to negotiate, mediate and resolve conflict.
9. Ability to promote the development of good practice, while monitoring it against national minimum standards eliciting feedback from a range of sources.
10. Ability to maintain accurate service user records, assessments and follow policy and procedure.
11. Able to record, evidence and communicate using technology.
12. Able to exercise individual judgement, assess risk and consult where and when appropriate.
13. 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.
14. Ability to chair routine or less complex meetings.
15. Report Writing and Communications Skills.

### **Knowledge required**

1. Appropriate social work professional qualification (BSc, BA, MA, DipSW, CQSW, or equivalent).
2. Registration with the Health and care Professions Council (HCPC).
3. Of the range of theories and models for Social Work intervention with individuals, families, groups and communities.
4. Of relevant legislation in adoption and fostering and child care appropriate to the needs of service users from a wide range of backgrounds.
5. Awareness of the broad range of factors that impact on adoptive families e.g. separation, loss, grief, drugs, alcohol domestic violence.
6. Understanding of the roles and responsibilities of statutory and voluntary agencies.
7. Basic awareness of IT systems including Microsoft Office, Internet and Email.
8. Of current, trends, policies, legislation and regulatory bodies in relation to vulnerable people within a social care setting.
9. Demonstrate an understanding of the importance of confidentiality and the needs and wishes of individuals, families and carers as appropriate.
10. Demonstrate an awareness of needs and safeguarding issues associated with vulnerable people.
11. Demonstrate an understanding of diversity issues within local communities.

## **Experience required**

1. Of implementing a person centred/child focused approach.
2. Demonstrated creativity in tackling and solving problems.
3. Of advocacy and user involvement.
4. Of using initiative and a commitment to developing services.
5. Use of reflective practice techniques to critically analyse information to inform decision making and planning.
6. Producing written records and reports to a high standard for a variety of purposes with language suited to function.
7. Application of information gathering skills to make and contribute to assessments.
8. Of using supervision effectively.
9. Minimum of 12 months post qualification experience of working in a statutory child care setting (fieldwork).
10. Of devising, implementing and reviewing support plans.

## **Behavioural & Other Related Characteristics required**

1. Committed to continuous improvement.
2. Identify and take account of the significance of diversity on the lives of people and show application of this understanding in practice.
3. To carry out all duties having regard to an employee's responsibility under the Council's Health & Safety Policies.
4. Take responsibility for improving practice through professional development.
5. 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.

## **Skills required**

1. Possession of a full current driving licence.
2. Preparation and delivery of training/ group work.

## **Knowledge required**

1. Of the range of services available to Service users, families and carers.

## **Experience required**

2. Of working with a wide range of Service user groups.
3. Of direct work with children and young people.
4. Of counselling.
5. Of group work.
6. Of working with adoptive families.

Job Description Content Prepared / Reviewed by:

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Date: