

Wirral Council: Job Role Descriptor

Job Role:	Adoption Support Worker
Service:	Adoption
Reports to:	Team Manager – Adoption
No. of Subordinates:	0
HR USE ONLY	
Job Role Ref:	PC
Job Family:	People Care
Grade:	Band F

JOB ROLE PURPOSE

To assist in the development of adoption support services for those adopted, their adopters and others affected by adoption, and to work alongside the Children & Families Social Work Team to develop services to meet the needs of those involved in the adoption process.

These duties apply to work as an Adoption Support Worker for Adoption In Merseyside (AiM) for the secondment period, which may be extended and may become a permanent arrangement. Should the secondment period end the postholder will be required to work to a more general support worker job description.

KEY TASKS

1. Support the development of the Adoption Agenda and improve support to children and young people with a plan for Adoption.
2. Undertake the day-to-day responsibilities delegated by the adoption support services advisor as identified in the Guidance and Regulations.
3. Undertake and review assessments of need for adoption support services as appropriate and in accordance with the Regulations.
4. Manage and co-ordinate indirect contact through the Information Exchange Letter Box System, and direct contact with birth families, including facilitating contact arrangements between adopted children and their birth parents, providing advice and support for adoptive families pre and post adoption order and supporting the Senior Practitioner in adopters' support groups and social events.
5. Assist in the development and delivery of adoption training events
6. Develop support groups locally for those adopted and their adopted children
7. Establish and maintain links with appropriate agencies, voluntary groups, organisations and initiatives in order to develop the post adoption service
8. Work alongside Children's Social Care teams to support the appropriate planning for and support of children, their families and carers including adopters
9. Carry out administrative tasks as required and ensure Service Users' data/information and records are accurate, up to date, and kept in accordance with the requirements of the appropriate legislation and procedures.

KEY RESPONSIBILITIES

People

Support the service in providing for a framework of excellent customer relations by working in partnership with carers and other professionals.

Offer advice, counselling and support to those adopted and their adopters.

Act as the key worker for those families receiving adoption support packages, establishing agreed plans for support and reviewing them as appropriate.

Be committed to updating and developing personal skills and knowledge to ensure best practice in service delivery.

Financial

Ensure the appropriate and effective use of resources, maintaining personal finance records in line with Financial Procedures.

Frequently be involved in challenging discussions about young people's / families behaviours that may impact on their own financial outcomes now or in the future

Strategic

Influence and interact both internally and externally, representing and championing the service in order to develop new relationships, secure partnerships for collaborative working and deliver shared objectives.

Develop a library of resource information and research findings related to all aspects of adoption.

Participate in the overall development of the service in line with the performance management framework.

Ensure compliance with organisational policies and procedures, regulatory and legislative frameworks.

Committed to updating and developing personal skills and knowledge to ensure best practice and service delivery.

Resources

Support the service, and where the needs are identified, maintain an effective and safe service through the flexible use of resources.

Planning and Organising

In conjunction with the line manager, plan, organise and review own work.

Be autonomous and professionally flexible to meet changing priorities, including working hours and locations as required.

Attend regular staff meetings and participate in relevant training programmes, including national vocational training.

Decision Making

Work under own initiative and as part of a team using initiative and supporting others where appropriate, and understand when to seek advice from managers.

Carry out work within agreed policies and procedures and governing legislation.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualifications:

- NVQ level 3 or equivalent in a relevant field e.g. social care, childcare, health etc.
- Continuing Professional Development (CPD)

Knowledge & Skills:

- Demonstrate excellent interpersonal skills and communication skills and the ability to interact and engage with children and key partners.
- Ability to work autonomously as a lone worker as well as part of a team to tight deadlines and manage multiple demands.
- Knowledge and understanding of adoption work and relevant legislation.
- Ability to risk assess and manage potential and actual conflict situations.
- Ability to write reports and maintain records and databases.

Experience:

- Operational experience of managing cases and workloads.
- Working directly with children and families to make appropriate decisions.

Desirable Criteria

Qualifications:

- NVQ level 4 or equivalent in a relevant field e.g. social care, childcare, health etc.

Knowledge & Skills:

- Extensive knowledge of the relevant legislation and frameworks.

Experience:

- Experience of working in an adoption service.
- Developing and delivering training programmes.

ADDITIONAL WORK ELEMENTS

Willingness to work outside normal office hours, as required.

Travel across the borough and Merseyside Region.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Signed Head of Service

Date

Ian Godfrey

5th July 2018

Senior Manager: Child in Care & Specialist Services