

# Grading

## Job Description and Employee Specification

<b><u>Job title:</u></b>  Adoption Social Worker	<b><u>Service area:</u></b>  Safeguarding Organisation
<b><u>Post number:</u></b>	<b><u>Division:</u></b>  Regulatory Care
<b><u>Grade:</u></b> Leave this blank	<b><u>Section/team:</u></b>  Adoption
<b><u>Overall purpose of job:</u></b>  To recruit, assess, train, and approve adoptive parents, identifying and matching adoptive families for children who have a plan of adoption. To support adoptive families throughout their adoption journey and adopted adults who wish to access information in relation to their birth history. To work alongside Children's Social Workers to develop Special Guardianship Support Plans, supporting Special Guardianship families as appropriate. To plan, provide and evaluate a range of person-centred social work interventions to individuals and their circle of support enabling individuals needs to be met and aspirations achieved.	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<b><u>Main responsibilities:</u></b>   <b>Main responsibilities:</b>   <b>Basic Grade 7</b>  <ul style="list-style-type: none"> <li>• <b>Provides a duty service for members of the public and other professionals making an adoption / Special Guardianship Order related enquiry or referral for service.</b></li> <li>• <b>Receives referrals and with appropriate supervision determines initial service delivery.</b></li> <li>• <b>Undertakes the role of Family Finder for children with a care plan of adoption.</b></li> <li>• <b>Within delegation and with appropriate supervision undertakes Prospective Adopter Assessments. Within delegation and with appropriate support presents said assessments to the Adoption Panel.</b></li> </ul>	

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- Undertakes enquiries and assessments in line with Adoption regulations and procedures, and with supervision determines the most appropriate actions and interventions.
- Alongside children's Social Worker's, develop Special Guardianship Order support plans for children with a plan of Special Guardianship.
- Works closely with other agencies and professionals to ensure that the most appropriate services are provided to children and their families to meet their assessed needs.
- Maintains all case records in line with departmental policy and uses computer systems as required, with appropriate supervision formulates and implements appropriate support plans to meet the needs of children and their families.
- With appropriate supervision and support acts as 'Lead Professional' in respect of individual children and young people. Works in partnership with families and other agencies to provide a range of Social Work interventions to ensure that the assessed needs of children and their families and carers are met in the most appropriate way.
- Ensures the views, wishes and feelings of children and their families and carers are taken into account when formulating and implementing plans.
- Facilitates recruitment events, support and celebration events, family finding events and the provision of training. Flexible working is required.

### Developed (Grade 8)

- Attends multi agency case conferences or other meetings as necessary.
- Within delegation and with the support as required prepares assessments and reports for Child Protection Case Conferences and court
- Provides an advanced level of Social Work expertise and knowledge of the team and uses the knowledge to support other less experienced workers and to develop high quality and professional Social Work practice across the service
- Takes responsibility for more complex work, commensurate with the level of competence and experience including
- Undertaking specialist Social Work interventions
- With support as required provides statements and evidence within court proceedings in both public and private law proceedings

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### Advanced (Grade 9) All of the above plus

- Undertakes all of the above autonomously, professionally and within delegations plus
- Manages a caseload of complex work involving multiple and complex assessment and safeguarding needs.
- Manages this caseload autonomously and professionally within appropriate delegations
- Provides advice, guidance, support, coaching, mentoring and supervision to newly qualified and less experienced social Workers within the team.
- Provides an advanced level of Social Work expertise and knowledge to the team and uses this knowledge to support other less experienced workers and to develop professional Social Work practice across the service

### Knowledge, skills and experience:

#### Knowledge, skill and experience:

#### Basic (Grade 7)

- Qualified and HCPC Registered Social Worker
- Has a basic working understanding of the law relating to children, practice guidance, and government initiatives
- Basic assessment skills and knowledge of the National Assessment Framework
- Knowledge of child development
- Ability to communicate effectively with children, families and other professionals using a variety of appropriate methods relevant to the age and level of understanding
- Ability to establish relationship and maintain trust with children and families
- Ability to formulate professional working relationships with other agencies and professionals
- Ability to structure your time and manage your own caseload with support and advice required
- Report writing skills and the ability to maintain accurate records
- Experience of working with and providing support to children and their families. The ability to work in partnership with children, young people and their carers
- The ability to work as part of a team

### Developed (Grade 8)

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All of the above plus

- A developed, working understanding of statutory and legal responsibilities towards children, young people and their families
- An ability to work appropriately and professionally (with support required) within the court arena.
- An understanding of roles and responsibilities within a multi- agency framework, i.e. Child Protection, children in care or Child in Need, Fostering and Adoption and an ability to work effectively in a multi agency way. Skills in analysis and the use of theoretical frameworks, research and professional knowledge within planning and decision making
- The use of Social Work theories practice tools and methods within work with children and families The ability to work within lone working policies and to assess and manage risk to self and others within the day and day work with children and families
- Safely manage challenging behaviour from either young people or their families
- The ability to make competent and professional verbal and written presentations at Adoption Panels, Case Conferences, CIN meetings, Core Groups, Child in Care reviews, etc
- An ability to manage own caseload, structure time and make autonomous decisions within appropriate delegated responsibilities

Advanced (Grade 9)

- Evidence of the use of a variety of research, practice tools and intervention methods in work with children and families and proven evidence of how these interventions have resulted in improved outcomes for the children and young people
- Manage own caseload efficiently, effectively, professionally and autonomously within appropriate delegations
- An advance understanding of statutory and legal responsibilities to children and young people.
- An advanced and specialist knowledge and expertise within the area of Adoption Social Work practice
- The ability to use this knowledge to improve practice across the service by providing training, coaching, mentoring and co-working in order to develop the skills of other less experienced workers The advanced and effective use of Risk Analysis and Risk Assessment Tools in complex cases to influence decisions, interventions and outcomes
- Experience of the supervision, mentoring and professional development of students or newly qualified Social Workers

### **Creativity and innovation:**

- Ongoing case management of complex cases; regularly includes responding to young people and children in crisis and intervening to promote the Childs safety, prevent family breakdown or stabilise placements

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- Ability to work autonomously within delegations and be responsible for managing complexity, crisis and conflict
- Ability to assess, analyse and manage risk to children, to families and to self

### **Contacts and relationships:**

Contacts and relationships:

Senior officers

Elected members -Consultation

Heads of Service - Evaluation, informing, consulting.

Head of Services - Line Management. Informing, consulting, seeking advice

Service Leads

Health Professionals, acute, community, PCT - Informing, advising, consulting, involving, leading

External voluntary groups - Informing, advising, consulting, involving

Work colleagues, other Service Managers - Informing, advising, consulting, involving

Other Directorate's representative – information sharing, consulting, involving

Ofsted Inspectors Inspections – Informing

Police

Due to the nature of these contacts they are usually on a regular basis and involve complex issues associated with multi-agency working. Work is also of a sensitive nature and can become contentious when dealing with child related issues. It is the role of the post holder to maintain and co-ordinate links for and on behalf of these contacts which at times requires a certain amount of tact and diplomacy.

### **Decision making:**

#### **Basic Grade 7**

- **Prioritises own workload and is responsible for meeting and adhering to deadlines and procedures.**

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- Manages day to day casework decisions and is able to identify which decisions need to be actioned immediately and which can wait for line manager approval.
- Utilise supervision effectively.
- To undertake appropriate training identified through annual employee development review

**Developed (Grade 8)**  
All of the above plus

- Is able to make informal decisions (within delegations) on how work is to be undertaken and within a timescale

**Advanced (Grade 9)**

- Within delegations prioritise own workload and manage caseload autonomously and professionally taking responsibility for how the work is to be undertaken and the approaches and methods used
- Is able to supervise other staff in line with departmental policies and procedures and delegations

### **Responsibility for resources:**

- Contribute to maintenance of the building by reporting to the Line Manager and actioning requests for repairs/modifications. Lap top more than 50%

### **WORK ENVIRONMENT**

#### **Work demands:**

- Routine is interrupted by responding to work demands and responding to young people and families in crisis.
- Flexibility is required as routine can be interrupted by deadlines for reports or other pieces of work at short notice.
- There will be complex and challenging situations to manage competing priorities for children and families

#### **Physical demands:**

Normal physical demand

#### **Working conditions:**

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- Working conditions are office and community based but a significant proportion of the time is spent working in family homes and driving to and from appointments

**Work context:**

- There are risks of challenging behaviour, violence, threats, verbal abuse, drug misuse including alcohol misuse (service users), challenging behaviour from parent/carers and young people.
- This work is sometimes conducted in highly conflicting environments.
- There is a potential risk of infection.
- Working with families with high levels of conflict is physically and emotionally demanding.

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**Position in organisation:**

Indicate how many staff the post is directly accountable for: 

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Are posts in more than one location? **NO**

Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure?  
**No**

Please indicate which post(s)  
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You must provide an organisation chart that shows where the job sits within the structure. This should be a simple diagram but with enough detail to put the job into context, i.e. the post holder may manage different groups of staff undertaking different tasks. The chart must show the job in question, the job to which it reports, those jobs which report alongside it and subordinate posts.

KAREN EVERATT  
Lead Officer Adoption, Special Guardianship (Post Order), Holding On

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ELIZABETH MARGETSON  
Practice Supervisor Adoption

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ADOPTION SOCIAL WORKER  
7 Full-time  
2 Part-time



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Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

ESSENTIAL CRITERIA	ASSESSED THROUGH:
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Knowledge, Skills and Experience	Application form (follow up at interview)
<ul style="list-style-type: none"> <li>• Has a basic working understanding of the law relating to children, practice guidance, and government initiatives</li> <li>• Experience of working with and providing support to children and their families. The ability to work in partnership with children, young people and their carers</li> <li>• Basic assessment skills and knowledge of the National Assessment Framework</li> <li>• Knowledge of child development</li> <li>• Ability to communicate effectively with children, families and other professionals using a variety of appropriate methods relevant to the age and level of understanding</li> <li>• Ability to establish relationship and maintain trust with children and families</li> <li>• Ability to formulate professional working relationships with other agencies and professionals</li> <li>• Ability to structure your time and manage your own caseload with support and advice required</li> <li>• Report writing skills and the ability to maintain accurate records</li> </ul>	
Knowledge, Skills and Experience	Interview
<ul style="list-style-type: none"> <li>• Has a basic working understanding of the law relating to children, practice guidance, and government initiatives</li> <li>• Experience of working with and providing support to children and their families. The ability to work in partnership with children, young people and their carers</li> <li>• Basic assessment skills and knowledge of the National Assessment Framework</li> <li>• Knowledge of child development</li> <li>• Ability to communicate effectively with children, families and other professionals using a variety of appropriate methods relevant to the age and level of understanding</li> <li>• Ability to establish relationship and maintain trust with children and families</li> <li>• Ability to formulate professional working relationships with other agencies and professionals</li> <li>• Ability to structure your time and manage your own caseload with support and advice required</li> </ul>	
Education, Training and Qualifications	Original documents
<ul style="list-style-type: none"> <li>• <b>Social Work Degree or equivalent qualification.</b></li> </ul>	

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<ul style="list-style-type: none"> <li><b>Social Work England Registered</b></li> </ul>	
<b>Working Arrangements</b>	<b>Interview</b>
<ul style="list-style-type: none"> <li><b>37 hours.</b></li> <li><b>Must be able to work weekends and evenings.</b></li> </ul>	

<b>DESIRABLE CRITERIA</b>	<b>ASSESSED THROUGH:</b>
<b>Knowledge, Skills and Experience</b>	<b>Application form (follow up at interview)</b>
<ul style="list-style-type: none"> <li>Previous experience of work in an Adoption Team.</li> <li>Previous experience of fieldwork or residential work.</li> <li>Experience of undertaking complex assessments, providing evidenced based information and clear analysis.</li> <li>Experience of delivering training</li> </ul>	
<b>Knowledge, Skills and Experience</b>	<b>Interview</b>
<ul style="list-style-type: none"> <li>Awareness of key issues and developments (both statutory and practice related) affecting children in care, on Special Guardianship Orders and in adopted.</li> <li>Training skills, IT skills and Presentation skills.</li> </ul>	
<b>Education, Training and Qualifications</b>	<b>Original documents</b>
<ul style="list-style-type: none"> <li>Any relevant post-qualifying awards or training undertaken.</li> </ul>	
<b>Working Arrangements</b>	<b>Interview</b>
<ul style="list-style-type: none"> <li></li> </ul>	

<b>THE POST IS SUBJECT TO:</b>	
<b>Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974</b>	
<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Political restriction</b>	
<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>The ability to speak fluent English under the Immigration Act 2016</b>	
<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>

<ul style="list-style-type: none"> <li><b>Version Control</b></li> </ul>	
<b>Author</b>	HR Policy Team
<b>Status</b>	V0.1
<b>Date approved</b>	19 September 2012

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Last updated	21 December 2021
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