

Adoption Tees Valley		JOB DESCRIPTION
JOB TITLE: Social Worker, Adoption Tees Valley		
GRADE: J-M Career Grade		
REPORTING TO: Team Manager, Adoption Tees Valley		
1.	JOB SUMMARY: To contribute to the provision and development of an effective Adoption Tees Valley Service	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	Recruit, train and assess prospective Adopters.
	2.	To supervise Adopters in their delivery of adoptive care to children looked after
	3.	Support and develop Adopters in their delivery of care
	4.	Working with others, both within and outside the Service to make suitable and safe arrangements to place children and young people within a framework of assessment, care planning and review.
	5.	Participate in duty system dealing with requests for adoptive placements. Taking enquiries about all aspects of adoption and offer urgent assistance to approved carers.
	6	Plan and deliver post approval training to adopters.
	7	Support prospective adoptive parents' search for families.
	8	Find suitable placements for children who require adoption
	9	Undertake counselling and facilitate access to birth records to adults who have been adopted.
	10	Support and offer guidance to adults and young people who are tracing members of their birth family who have been adopted
	11	To counsel and support birth parents relinquishing children for adoption.
	12	Contribute to the training of departmental staff as need be.
	13	Maintenance of records and administrative system as required by the Service.
	14	To enhance the image of Adoption Tees Valley as a whole by promoting awareness of services and displaying the highest standard of professional conduct at all times.
	15	To enhance Adoption Tees Valley's image within the Tees Valley Local Authorities by promoting awareness of services and achievements and encourage greater participation.
	16	Adoption Tees Valley is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.

17	The post holder is required to have undertaken a Disclosure and Barring Service check at the appropriate level and continued employment in the role is subject to such a check being satisfactory. A further check will be required to be undertaken every three years. The post holder must notify the Service Manager if he/she received a caution or is convicted of a criminal offence during the course of employment.
18	To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Adoption Tees Valley

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	Social Worker Adoption Tees Valley	Grade J-L
Service Area	Adoption Tees Valley	
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	DipSW, CQSW or equivalent Child Care Award Current Health & Care Professions Council (HCPC) registration Evidence of continuing professional development A “Prescribed Person” as described under Section 94(1) of the Adoption and Children Act 2002.		Application form, interview, certificates


	<p>Proven post qualification experience in working within Children and Families Services. Working at a high level and being case holder for cases involving children in need, safeguarding and children looked after.</p> <p>Being responsible for cases where the agency has decided that the child should be placed for adoption or being responsible for preparing a suitability to adopt report.</p> <p>Recent experience of direct work with Children Looked After.</p>	<p>Recent experience of supervising others</p> <p>Recent experience of supervising and working with foster carers and adopters.</p>	<p>Application / Interview</p> <p>Presentation</p>
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Knowledge & Skills	<p>Working knowledge of the Children Act 1989, Adoption and Children Act 2005, Fostering and Adoption service regulations.</p> <p>General knowledge of the key issues associated with the placement of children</p> <p>Knowledge of how Social Care fits with other key agencies involved in work with children.</p> <p>General knowledge of the provision of Fostering and Adoption Services. Sound knowledge of policy, legislation and best practice in relation to safeguarding children</p> <p>Comprehensive understanding of the operation of local authorities</p> <p>Understanding of multi-agency systems, agreements and protocols</p> <p>Risk management within a safeguarding context</p> <p>Ability to communicate with both children and adults.</p> <p>Effective verbal and written communication skills</p> <p>Proven assessments skills.</p>		
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	<p>Ability to work in partnership both with children and their families.</p> <p>Ability to work alongside other key practitioners planning for the best interest of children.</p> <p>Delivering training & Presentation skills</p> <p>Ability to work alone and as part of a team.</p> <p>Understanding of multi-agency systems, agreements and protocols</p> <p>Risk management within a safeguarding context</p>		
Specific behaviours relevant to post	<p>Use initiative.</p> <p>Negotiating, influencing and facilitation skills</p> <p>Ability to remain calm and focused when balancing demands of a number of different areas of responsibility and achieving targets and meeting deadlines</p> <p>Problem solving approach</p>		

	<p>Ability and willingness to work flexibly as necessary outside office hours</p> <p>Ability to manage own performance</p> <p>Work to a high standard of practice.</p> <p>Leadership skills</p> <p>Ability to problem solve.</p> <p>Have a positive attitude.</p>		
Other requirements	<p>Ability to travel independently</p> <p>Evidence of continuing professional development</p>		

Person Specification dated November 2017

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Children's Service	SERVICE AREA: Adoption
JOB TITLE: Social Worker	
GRADE:	
REPORTING TO: Louise Addison	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	
Is required to drive an HGV/LGV/PCV/Minibus	
Is required to undertake agriculture, horticulture or gardening work	
At risk from noise that might affect an employee's health (will be required to wear ear protection)	
Will be exposed to vibration likely to be above the exposure action level.	
Is exposed to hazardous substances as detailed in Appendix 1	
Is likely to be exposed to asbestos	
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	
May be exposed to lead or lead based products	
Will handle food	
Will require a health assessment for regular night working	
Will be required to undertake the Display screen equipment training	
Other known risks – please detail	
No known risks associated with this role	Yes

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: