

Adoption Tees Valley		JOB DESCRIPTION
JOB TITLE: Social Worker, Adoption Tees Valley		
GRADE: J-L 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	J-L Career Grade
Service Area	Adoption Tees Valley	
Post Ref:		

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

	<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>
--	---	---	--

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>		
-------------------------------	---	--	--

	<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>		

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

Person Specification dated **November 2017**

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Children's Services	SERVICE AREA: Adoption Tees Valley
JOB TITLE: Social Worker	
GRADE: J-L	
JOB LOCATION / BUILDING: Adoption Tees Valley, Oxbridge Avenue. Stockton-on-Tees.	
REPORTING TO: Team Manager	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		x
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		x
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		x

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		x
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> o Work which removes, repairs, or disturbs asbestos o Ancillary work (work associated with the main work of repair, including maintenance work on equipment) o Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		x

Known Risk	Yes	No
<p>Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p>		x
<p>Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.</p>		x
<p>Working at Heights - Safety Critical: Employee will be required to work at a height.</p>		x
<p>Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>		x

Other Known Risks		
Known Risk	Yes	No
<p>Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.</p>		x
<p>Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>	x	
<p>Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i></p>		x
<p>Lone Working (including Home Working): Employee will be required to work alone.</p>	x	
<p>DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i></p>	x	
<p>Any Other: Please identify any other known risks associated with this job role.</p>		

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:

Date: 18th August 2023

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk