

ROLE DESCRIPTION

Role description:	Support Worker, Adoption	
Role profile family:	Care	
Role profile number and grade:	CA07-1696	Grade G
Number of posts:	3	
Service/Team:	Adoption West Hub team	
Reports to:	Adoption Manager/Deputy Team Manager	

Service / Function Context

The overall responsibilities of the service/function are:

Adoption West is a Regional Adoption Agency responsible for the effective delivery and development of adoption work across the Region on behalf of Bath & North East Somerset, Bristol, Gloucestershire, North Somerset, South Gloucestershire and Wiltshire Councils. Service delivery will be in accordance with National Standards and Regulations and for making operational the adoption agency's recruitment and placement strategies. Service operations will be based in three Hub teams, Bristol, Gloucester and Trowbridge

Adoption West aims to improve performance in meeting the needs of those children who require permanence through adoption, particularly;

- In reducing the time that children have to wait for adoptive placements
- In improving the experience for prospective adopters from initial inquiry, through the assessment process, panel approval and placement matching and the delivery of post adoption support services

Job Purpose

The Support Worker post provides essential support to the Adoption Service activity. They undertake including Letter box and direct contact between adoptive families and birth families, direct work with children and young people, assessment information gathering. They will assist with the home finding process by completing profiles of children who enquire an adoption placement. The support given by this group of staff is essential to the Adoption Support SW task. They are often the first point of contact for calls to the team, providing a supportive responsive to adoptive families on a range of issues, they take referral details, enter onto appropriate IT systems and pass to the Adoption Team Manager /ATM

The ability for this staff group to act as the duty worker for the Adoption Service enables calls to be answered without delay thus ensuring that customers are able to get through to the team in a timelier manner.

This staff group hold particular expertise in Adoption work. They deal with external agencies with regards to increasing packages of support to children and families, and assisting in finding appropriate placements for children. They signpost service users to alternative avenues of help and support where appropriate, which means that customers are not inconvenienced by waiting for the SW to respond.

Specific duties and responsibilities include:

- As duty worker, to act as the front door for adoption service. Using problem solving skills to respond to all enquiries that come into the Adoption Team, providing advice and support in situations that may not be straight forward.
- To assist social workers in the assessment of the support needs and services required by adopted children and their families; This involves gathering appropriate information from parents, children and other professionals in relations to the child's needs and family functioning. Using skills to engage with families often at a time of crisis to develop an understanding of the issues impacting on the family. Analysis and decision making with regards to the assessment will be jointly with a social worker.
- Using knowledge of the impact of trauma, separation, loss and adoption to work in a collaborative way with families encouraging and supporting them to establish approaches to parenting that improves and enhances the quality of family life and attachments.
- To undertake direct work with adopted children and young people to promote their sense of identity, understanding of their life story and contribute to their wellbeing.
- To complete case records as required in accordance with the council's recording policy and procedure.
- Contributing to multiagency meetings to consider the eligibility of service users need. Working with partner agencies using creativity to develop packages of support that are responsive to the needs of individual children and families.
- To take responsibility for the direct provision of support to families identified by the team manager. This may involve the post holder identifying any safeguarding concerns or where children's needs are not met and reporting accordingly to the Team manager in accordance with the council's procedures. To report regularly to the supervisor and or team manager.
- To understand and support the different needs of members the birth family and the adoptive family when facilitating and or supervising direct contact; always promoting the best interests of the child.
- To identify and disseminate up-to-date information of relevant services, legislation and research to adopters and Special Guardians in Wiltshire.
- To take a lead role in facilitating the Letter Box arrangements between adopted families and special guardians and birth families. This involves managing challenging situations and negotiation skills between all parties
- To assist in the organisation and facilitating of social and support events and training for adoptive families and Special Guardians to promote their access to learning, networking and peer support.
- Attend and contribute to team meetings. Take on duties and tasks to assist the development

of the service.

- Assist in the Home finding process for the children requiring adoption placements, by liaising with social workers and carers to write profiles of children, highlighting their particular needs.
- Ability to travel on a daily basis and to undertake visits to families in their own homes or in other settings
- To undertake such other duties in respect of each case as directed by Adoption Managers.

Person Specification

Specific qualifications, knowledge, and skills required for this role:

Essential

- A levels / National Diploma or equivalent experience/skills.
- Ability to prioritise tasks and work on own initiative against deadlines
- Excellent written and verbal communication skills
- Proven negotiation skills especially when working with customers who may be upset and stressed
- Self-sufficient in planning and organising own work, including recording, storing and retrieving required data and information
- Aware of Government initiatives in relation to Adoption best practice and procedures. To be an active team player by contributing to the development of the service, ensuring the customer is always at the centre of such developments
- Good I.T. skills
- Fluent in English

Desirable

- Experience in working with adoptive families
- Experience of work in a children's social care or similar setting

Supporting information

Driving classification

Occasional driver

A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.

☐

Regular Driver

Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role, including public transport, or unless a reasonable adjustment has been agreed.

☒

Required Driver

Must hold a valid UK driving licence and will drive a vehicle supplied by the Council in order to undertake the duties of the role.
Employees should refer to the Corporate Driving at Work policy for further information.

☐

Driving trigger points

The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.

Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
Points on driving licence	6	9

Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3

Job applicants who drive must have 9 or less points on their driving licence, and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.

If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.

Political restriction

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments, or a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party

☐

This role is not politically restricted

☒

Professional fees and related occupational costs

As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council

☐

This role does not have any professional or occupational membership requirements

☒

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in 'regulated activity' providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input checked="" type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a Standard DBS check	<input type="checkbox"/>
The role requires a Basic DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input type="checkbox"/>

Clearances – Baseline Personnel Security Standard (BPSS)	
This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check	<input type="checkbox"/>
This role is not subject to a BPSS check	<input checked="" type="checkbox"/>

Clearances – Non-Police Personnel Vetting (NPPV)	
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 2* . (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret').	<input type="checkbox"/>
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 3* (*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to "secret" level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).	<input type="checkbox"/>
This role is not subject to a NPPV check	<input checked="" type="checkbox"/>

Safeguarding	
For all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	<input checked="" type="checkbox"/>
For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed	<input type="checkbox"/>

interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.

For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.

