

## ROLE PROFILE

<b>Job family</b>	Care	<b>Role profile number</b>	CA11	<b>Grade K</b>
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**Job purpose:** Undertake assessments, determine care packages/support plans and manage a large and complex caseload to maintain or improve the wellbeing of clients. Professionally supervise and support other colleagues.

The most common grade for professional level posts across the organisation. Grade K posts are higher in 'Creativity & Innovation' and 'Decisions', with a requirement for problem solving higher than grade J posts. These posts are required to give recommendation and implementation of solutions which have a direct impact on relevant stakeholders. These posts require not only a relevant professional qualification, but also practical experience of applying the skills obtained through study, in the workplace.

<b>Factor</b>	<b>Relevant Job Information</b>
Supervision and/or Management of People	No full management of a team but will be required to monitor the quality and quantity of the work of others. Will provide advice, guidance and support to colleagues to ensure whole team achievements are met.
Indicative qualifications	Degree or equivalent experience/skills. ITQ 2 or equivalent skill and ability demonstrating significant experience in IT systems. Professional qualification in area of specialism. Licence / certificate / qualification required for the role.
Knowledge and Skills	Some relevant professional experience post qualification in a similar work environment. Expert knowledge of relevant policy, systems, work practices, professional guidelines, legislation in the area of specialism. Excellent ICT skills including use of Microsoft applications and specialist systems. Experience of multi-disciplinary and partnership working and awareness of the issues involved. Planning and workload management skills. Proven assessment and investigation skills appropriate to the scope of the role. Ability to carry out complex client assessments. Experience of using professional knowledge to work within referral systems according to established criteria. Proven ability to work with challenging client groups and situations. Excellent interpersonal and communication skills. Proven ability to deliver training. Accurate record keeping and report writing. Good presentational skills. Knowledge of financial assessment processes.
Creativity and Innovation	Apply professional knowledge and experience to interpret and recommend policy, resolve complex issues, proactively anticipate problems and deliver solutions which enhance the quality and efficiency of services. Responsible for meeting performance standards within a policy framework and regulatory guidelines. Considerable scope to exercise initiative in taking action - within the boundary of well-defined policies. Contribute to long term strategies. Responsible for professional advice, assessments or referrals, ensuring interventions are timely and cost effective.

	<p>Manage a complex and varied caseload within a framework of policy and procedures –subject to managerial control and review of results.</p> <p>Research information to support and develop services for the client group.</p> <p>Prepare standard reports and contribute to reports for court/tribunals as required, representing the service at court/tribunal attendance as required.</p> <p>Assess and oversee adaptation work including advice and demonstration of specialist equipment to clients.</p>
Contacts and Relationships	<p>Provide advice and guidance on complex issues which could be contentious and challenging in nature.</p> <p>Ability to build relationships and engage successfully with colleagues /partners /customers / contractors and suppliers</p> <p>Liaise with professional colleagues, providers and external agencies to co-ordinate actions and interventions where required.</p> <p>Negotiation showing tact and diplomacy to deal with conflicting requirements or opinions and the ability to make decisions on the most appropriate action to reach an acceptable conclusion.</p> <p>Contacts will include: Senior managers, leadership team, directors, external bodies, and partners.</p> <p>Support parents or carers regarding development issues including complex problems.</p>
Decisions – Discretion & Consequences	<p>Using general guidelines and utilising a wide range of relevant information, make decisions which impact on the whole organisation. Advice is not normally available.</p> <p>Assess the options and take appropriate action, where only general guidelines exist.</p> <p>Decisions to ensure outcomes are achieved which serve the best needs of the customer and as a consequence can result in improved services.</p> <p>The consequences of the decisions will have an impact across the organisation.</p> <p>Conduct statutory and / or complex / specialist assessments of clients' circumstances and issues to determine intervention / referral to the appropriate service.</p> <p>Provide financial advice to support service provision and/or individual clients.</p>
Resources	Little or no responsibility for physical or financial resources.
Work Demands	Work subject to interruptions and at times may be competing demands of work priorities.
Work Environment	<p>Work may require some physical effort.</p> <p>Work potentially involving some risks due to nature of activities being provided and / or environment or public / customers.</p>
Behaviours framework	<p>The job holder will be demonstrating all of the desirable behaviours at this level and be working towards the aspirational behaviours in the framework.</p> <p>Please refer to <a href="#">Behaviours Framework</a> for a full list of the desirable and aspirational behaviours required.</p>
Skill Profile	To be demonstrating level 2 “advanced” across the skill area of communication & customer service.
Health & Safety	All employees are required to carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to their line manager.
Equalities	<p>Adoption West is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via <a href="#">the whistleblowing policy</a>.</p>
Authority to work in the UK	All employees must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided as proof of identity are

	retained for our records, by providing these proofs the council will treat this as consent.
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The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The Organisation reserves the right to amend this role profile as necessary.

## ROLE DESCRIPTION

<b>Role description:</b>	Social Worker	
<b>Role profile family:</b>	Care	
<b>Role profile number and grade:</b>	CA11-1475	Grade K
<b>Number of posts:</b>		
<b>Service/Team:</b>	Adoption Team, placement services	
<b>Reports to:</b>	Team manager	

### Job Family overview

#### Care job family overview:

Support and assist the well-being of individuals and groups to assure their protection, security and development.

- Safeguarding, protection and care
- Community, residential, day or field settings
- Ongoing risk/needs assessment of and advice for individuals/groups
- Specification of any non-council provision
- Individual or small group emphasis
- May involve personal care activities
- Likely to involve immediate response to client

### 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**

### **Specific duties and responsibilities include:**

- The assessment of adopters and the matching and placements of children for adoption:
- Undertaking assessments of prospective adopters and presenting assessments to the Adoption Panel
- Provide support to prospective adopters during and after approval, including through the LAC reviewing process.
- Contributing to the development and training of adopters.
- Assessment of adoption support needs giving due consideration to the wishes and opinions of the child and the adoptive family, the nature of the problem that has called for adoption support:
- To draw up support plan and implement, with the child and adoptive family, an appropriate action plan to come to terms with or ameliorate the identified problems.
- To convene and chair case specific and other liaison/multiagency meetings as appropriate.
- All children in need procedures are completed in a timely manner.
- Applications sourced and made to the Adoption Support Fund
- Providing an efficient homefinding service that meets the needs of children needing adoptive placements within prescribed timescales:
- To provide consultation to Social workers who are placing children for adoption
- To work jointly with social workers to assess appropriate matches for children needing adoptive placements.
- To support and promote the development of a dedicated adoption team identity and shared objectives within a changing and developing environment which include:
- To contribute to the timeliness of the Prospective Adopter Reports (PAR's), Adoption Support Assessments and Non Agency Adoptions
- The team continues to provide and develop the adoption support core offer as outlined in the adoption passport
- Looked after children and adoption regulations requirements are completed within timescales.
- Provision of birth records counseling and supporting adopted adults to access birth records.
- Participate in the team's duty rota
- Model and provide good equalities practice. Value diversity within the team and in contact with other professionals, children, young people and families.
- Operate within the County policy and regularly updates him/herself with social work methods, new legislation and procedures, including Children's Act 2004 and Every Child Matters.

- To secure the effective involvement of parents/carers, children and young people in the development and evaluation of services.
- Through liaison with other professionals build positive working relationships to ensure effective joint working practices.
- Acquire and maintain local knowledge including links with and information of statutory and voluntary groups in order to maximise co-ordination and joint working to improve outcomes for children.
- To fully engage and prepare for own supervision and appraisal through self-evaluation, ensuring that continual professional development is evidenced.
- To assist the Manager and ATM in the robust management of resources within the team by ensuring quality and value for money in service delivery.

Specific requirements for this post:

- Able to travel throughout the Adoption West area
- Able to work outside normal working hours on a planned basis and at short notice.

### **Person Specification**

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

- Essential
- Professional Social Work qualification.
- HCPC registered.
- Have up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
- Thorough understanding of the needs of children in care.
- Knowledge of Adoption Regulations (England) 2011, Adoption National Minimum Standards and associated guidance.
- Up to date knowledge of key childcare legislation, policies and practices central to the implementation of a professional social work service on behalf of the council.
- Knowledge of Every Child Matters, the five outcomes and shared processes.
- Knowledge and ability to put into practice a range of theories, models and interventions and to assess impact for the service user.
- Knowledge of assessment processes including the contribution provided by other agencies, timescales and their impact on council and Government performance targets and indicators.
- Post qualifying experience of direct work with children, young people and families.
- Experience of working with children in care, their families and foster carers.
- Experience of completing assessments, reports and plans for children identified as vulnerable and in need.
- Proven record of challenging poor performance and evidence of improving performance.
- Ability to give objective timely advice.
- Knowledge and evidence of assessment skills, including engaging with users of services, other professionals and agencies to achieve a holistic assessment.
- Excellent report writing skills.

- Proven organisational skills, including the ability to prioritize work, manage own time effectively and meet deadlines.
- Ability to keep accurate electronic records.
- Ability to contribute positively to the social work team and department.
- Takes responsibility for own professional development and commitment to evidenced based practice.
- Good IT skills
- Ability to manage competing demands of a caseload.
- Effective communication skills, both verbal and written with colleagues, outside agencies and service users.
- Ability to identify problems with some complexity and to demonstrate creative approach to such problems.
- Ability to develop and maintain effective professional relationships within and outside the department.
- Ability to produce reports to required standard on time.
- Excellent written and verbal communication skills.

**Desirable**

- A post qualifying award in Social Work.
- A Practice Teachers' Award
- Training qualification
- Experience of delivering training.
- Experience of assessment of Adopters or providing adoption support services.
- Experience of supervision.
- Experience of staff/students supervision or consultation.
- Supervision skills.
- Experience of delivering training

## Supporting information

Driving classification	
<p><b>Occasional driver</b> 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.</p>	<input type="checkbox"/>
<p><b>Regular Driver</b> Must hold a valid UK driving licence (with no more than 6 penalty points) and have access to their own car in order to undertake the duties of the role.</p>	<input checked="" type="checkbox"/>
<p><b>Required Driver</b> Must hold a valid UK driving licence (with no more than 3 penalty points) and be able to travel regularly to various locations throughout the region to undertake the duties of the role effectively and efficiently.</p>	<input type="checkbox"/>
Employees should refer to the Corporate Driving at Work policy for further information.	

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 an MEP, as a member of the Scottish or Welsh Parliaments, as 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	<input type="checkbox"/>
This role is not politically restricted	<input checked="" type="checkbox"/>

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 organisation	<input checked="" type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input type="checkbox"/>

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 type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an <b>Enhanced</b> DBS check before appointment can be confirmed.	<input checked="" type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a	<input type="checkbox"/>



<p><b>Standard DBS check</b></p> <p>This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.</p>	<input type="checkbox"/>
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<p><b>Clearances – Baseline Personnel Security Standard (BPSS)</b></p>	
<p>This role requires access to the GCSX network and is subject to a BPSS check</p>	<input type="checkbox"/>
<p>This role is not subject to a BPSS check</p>	<input checked="" type="checkbox"/>

<p><b>Clearances – Non-Police Personnel Vetting (NPPV)</b></p>	
<p>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 <b>level 2*</b>. (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed ‘secret’).</p>	<input type="checkbox"/>
<p>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 <b>level 3*</b>(*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).</p>	<input type="checkbox"/>
<p>This role is not subject to a NPPV check</p>	<input checked="" type="checkbox"/>

<p><b>Safeguarding</b></p>	
<p>For all other roles within the organisation. Adoption West 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 organisation’s agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input checked="" type="checkbox"/>