

Senior Social Worker Job Description



Line Manager: **Team Manager**

The Role

The Senior Social Worker's role is a pivotal one within the Adoption service and is key to ensuring PACT's professional practice continues to be delivered to a high standard.

The postholder's core function is to provide and manage the specialist placement support services for adopters and their children.

As an experienced professional, the postholder is also responsible for coaching and mentoring less experienced practitioner(s), providing day to day support with cases as required.

Key Tasks

0	Safeguard and protect vulnerable adults and children in accordance with PACT's Policies and Procedures at all times
0	Undertake evidence-based post placement support assessments which provide a robust analysis and summary of the support needs that adopters and their child/ren may require
0	Support families and children throughout their adoption journey post placement and in relation to their support plans/packages which are tailored to meet individual needs
0	Be the designated 'skills and knowledge lead' within the department for a particular business function – in this case Placement Support for adopters. Share practices with colleagues in the department which benefit service users and PACT
0	Contribute to the development and evaluation of the service, including seeking user feedback and suggesting strategies for future practice
0	Work closely with the FACTS team processing referrals for placement support and/or therapeutic services
0	Be the first point of contact to requests for placement support in 'closed cases'
0	Offer advice and support to colleagues in adoption about placement support issues in open cases and provide expertise and guidance to adopters in the early stages of linking & matching & early placement if/when required

O	Take part (as a back-up) in recruitment activities for prospective adopters for example information evenings, drop-in events as required. Participate in other PACT marketing events (as and when) required with other team members in order to promote adoption, provide information and guidance to potential future applicants
O	Undertake initial interviews and be involved in preparation and training activities pre and post placement with other team members as and when required
O	Co-ordinate and help to deliver when required a plan of support and training activities for adopters across all PACT sites
O	Provide mentoring, advice and support to less experienced staff as directed by the Team Manager
O	Take part in a duty service giving useful and accurate information, answers to questions and appropriate next steps
O	Maintain accurate, clear and up to date case records on CHARMS and provide reports and post placement social work assessments of needs as required to a high standard
O	Represent PACT as appropriate in dealings with statutory and other voluntary agencies
O	Maintain up to date knowledge and skills relating to adoption legislation and post placement adoption support services – including therapeutic knowledge and skills
O	Undertake any other duties within the Adoption service as identified by the Line Manager
O	Take responsibility for and be committed to personal and professional development and keep up to date with law, regulation, guidance, standards, Government policy and research relating to all aspects of this role

Person specification

Essential Attributes	
<input type="checkbox"/>	A degree in social work or equivalent and registration with the Health and Care Professional Council (HCPC)
<input type="checkbox"/>	An understanding of child development and the impact on behaviour of interrupted development
<input type="checkbox"/>	Excellent interpersonal and communication skills
<input type="checkbox"/>	Ability to respond flexibly to the requirements of the post and the needs of service users while maintaining own time management and organisational skills
<input type="checkbox"/>	A minimum of three years post qualification experience in adoption work
<input type="checkbox"/>	Knowledge of current government policy and programmes in relation to children and families in relation to adoption
<input type="checkbox"/>	Ability to produce comprehensive, clear, accurate and detailed reports to deadlines
<input type="checkbox"/>	Competent in the use of a range of IT tools, including databases, Outlook, Word and Excel
<input type="checkbox"/>	Enhanced DBS check
<input type="checkbox"/>	Previous placement support experience in adoption

Desirable Attributes	
<input type="checkbox"/>	Practice Educator qualification or a post qualification award
<input type="checkbox"/>	A counselling or therapeutic qualification / experience – ideally in relation to adoption support
<input type="checkbox"/>	Previous experience of presentation skills and of training
<input type="checkbox"/>	Previous experience of supervising staff
<input type="checkbox"/>	Working knowledge of the CHARMS database
<input type="checkbox"/>	Car Driver
<input type="checkbox"/>	Excellent team player