

Job Description

Senior Social Worker



Reports to: 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 manage the whole adoption process from initial interview through to assessment and then matching and placing children and providing generic post placement support.

Key Tasks

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| <input type="checkbox"/> | To safeguard and protect vulnerable adults and children in accordance with PACT's Policies and Procedures at all times |
| <input type="checkbox"/> | To take part in recruitment activities for prospective adopters for example information evenings, drop-in events |
| <input type="checkbox"/> | To undertake initial interviews and be involved in delivering training for preparation groups |
| <input type="checkbox"/> | To undertake evidence based, 'home study' assessments which provide an analysis of the skills adopters are able to offer and present these to Panel |
| <input type="checkbox"/> | To support families throughout the matching process and create adoption support packages to meet individual needs, recognising diversity and working closely with the FACTS service and Post Placement Support team to ensure delivery |
| <input type="checkbox"/> | To provide mentoring, advice and support to less experienced staff |
| <input type="checkbox"/> | To take full responsibility for identified areas of work within the team, ensuring best practice is maintained. Areas will include setting up and running adoption preparation workshops, setting up and overseeing the provision of adoption support |
| <input type="checkbox"/> | To share practices with colleagues in the department which benefit service users and PACT |
| <input type="checkbox"/> | To contribute to the development and evaluation of the service, including seeking user feedback and suggesting strategies for future practice |
| <input type="checkbox"/> | To support Enquiry Officers with the duty service giving useful and accurate information, answers to questions and appropriate next steps |
| <input type="checkbox"/> | To undertake individual pieces of work on behalf of local authorities |
| <input type="checkbox"/> | Maintain up to date case records on CHARMS and provide reports as required |
| <input type="checkbox"/> | To support applicants, whether allocated or otherwise as necessary |
| <input type="checkbox"/> | Represent PACT as appropriate in dealings with statutory and other voluntary agencies and in Court proceedings |

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| <input type="checkbox"/> | Maintain up to date knowledge and skills relating to adoption legislation and practice |
| <input type="checkbox"/> | Undertake any other duties deemed commensurate with this post as directed by the line manager |
| <input type="checkbox"/> | Take responsibility for and be committed to personal and professional development and keep up to date with law, regulation, guidance, standards, practice, Government policy and research relating to all aspects of the work |

Person specification

| Essential Attributes | |
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| <input type="checkbox"/> | A degree in Social Work or equivalent |
| <input type="checkbox"/> | Registered 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"/> | Able to organise and run workshops to prepare families for adoption and permanence |
| <input type="checkbox"/> | Knowledge of working to UK legislation relating to work with children and families, adoption and permanence, including the Children Act 1989, the Adoption and Children Act 2002, the Children Act 2004 and attendant regulations 2011 |
| <input type="checkbox"/> | Ability to produce comprehensive, detailed reports of an excellent standard, to strict deadlines in good, clear and grammatically correct English |
| <input type="checkbox"/> | Proven ability to recruit families for adoption |
| <input type="checkbox"/> | A minimum of 3 years post qualification experience in adoption and fostering work |
| <input type="checkbox"/> | Excellent interpersonal and communication skills |
| <input type="checkbox"/> | An understanding of the legal issues affecting adoption and permanence placements |
| <input type="checkbox"/> | Ability to think proactively, to evaluate services and suggest service developments to meet changing needs |
| <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"/> | Sound assessment skills |
| <input type="checkbox"/> | Enhanced DBS check |
| <input type="checkbox"/> | Competent in the use of a range of IT tools, including databases, email, word and excel |
| <input type="checkbox"/> | Ability to exceed customer service standards and expectations |

Desirable Attributes

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| <input type="checkbox"/> | Practice Educator qualification or a post qualification award and training in family placement work |
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| <input type="radio"/> | Car driver |
| <input type="radio"/> | Previous experience of supervising staff |
| <input type="radio"/> | Previous experience of presentation delivery |
| <input type="radio"/> | Excellent team player |
| <input type="radio"/> | Working knowledge of the CHARMS database |
| <input type="radio"/> | Counselling skills |