

## Job Description

<b>Job Title</b>	Adoption Social Worker (AiM)
<b>Directorate</b>	Children and Young Peoples Services
<b>Service Area</b>	Childrens Social Care
<b>Grade</b>	7
<b>Competency Level</b>	1
<b>Salary</b>	£38,223 - £43,421
<b>Job Type</b>	Hybrid
<b>Location</b>	City Wide
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS

**Job Evaluation Ref No**

## Job Purpose

To ensure that children who have a plan for adoption are matched with an adoptive family.

To prepare children for adoption.

To supervise and support the adoptive placement up to the making of the Adoption Order.

To co-ordinate support post Adoption Order.

## Directly Responsible For:

Not Applicable

## Directly Responsible To:

Team Manager

## Main Areas of Responsibility:

- Hold and effectively manage a caseload of children for whom the plan is adoption in accordance with policy, procedures, guidance and legislation.
- Be accountable for complex decision making in relation to allocated cases ensuring professional judgement, evidence-based tools, critical reflection and analysis is used to inform this.
- Identify and assess levels of risk and need in often complex situations, ensuring that the safety and welfare of children is paramount.
- To undertake family finding activities for the child, working closely with Adoption in Merseyside (AiM) with a view to identifying a family that meets the child's needs.
- To prepare reports within set timescales for the Adoption Panel in order for the child to be formally matched with his/her adoptive family.
- To plan, organise and oversee the introductions process and provide support to the child and adoptive parents.
- To undertake statutory visits within required timescales and ensure that an accurate and timely record is made of this visit.
- Prepare the Annex A report and any other Court documents within timescales to ensure the making of an Adoption Order without delay.
- To undertake all statutory functions in supervising the child in his/her adoptive placement until the granting of the Adoption Order.

- Undertake work outside of the City Council's boundary in relation to children placed out of area e.g. statutory visits, meetings etc.
- Be responsible for accurate, sensitive, timely and up to date recording on all cases.
- To prepare a Lifestory Book for the child and a Later Life letter within statutory timescales.
- To provide information for and participate in disruption meetings when required.
- To assist and fully co-operate in the care planning process by attending relevant meetings, including placement planning meetings, care planning meetings, LAC reviews, child protection conferences and court when required.
- Model critical reflection and evidence based decision making and support others in developing these.
- Model inclusive and non-discriminatory practice in relation to identity and diversity, challenging any issues of concern.
- Work co-operatively with colleagues within the Council and in partner agencies.
- Ensure that expenditure on cases is properly authorised and recorded.
- Manage and appropriately prioritise tasks within an allocated caseload through effective time management.
- Take responsibility for obtaining regular professional supervision to ensure effective and reflective practice.
- Prepare and participate in Performance and Development Reviews, identifying areas for improvement and carrying out agreed learning and development opportunities including using research to inform practice.
- Take responsibility for the continuous professional learning and development of self and others including participating in team meetings and contributing to the development of the team and the overall service.
- Ensure that client information data is lawfully gathered, accurate, up to date and only divulged in accordance with the General Data Protection Regulation

2016 (GDPR) and the local government common law of duty of confidentiality. Failure to apply these duties can lead to the individual or the Council facing financial penalties or court proceedings.

## **Supervision and Management Responsibility:**

- No supervisory or line manager responsibility.

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

## **Physical Demands of the Job:**

- This post is a combination of office work and field work. Hence it involves sedentary periods and also a requirement to travel to meet service needs.

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Social Work Degree qualification or equivalent (A)
- Current registration with Social Work England (A)

## Experience

- Experience of assessing children, young people and their families under a appropriate statutory framework (A/I)
- Knowledge of child development and family dynamics (A/I)

## Skills/Abilities

### Essential

- Knowledge of childcare legislation, particularly Adoption legislation, statutory guidance and best practice research (A/I)
- Knowledge of and an understanding of child protection and looked after children processes as outlined in Working Together to Safeguard Children and The Care Planning, Placement and Case Review (England) Regulations 2010 (A/I)
- Ability to apply critical reflection and analysis to complex cases (I)
- Ability to demonstrate effectively the role of a Corporate Parent in line with the Corporate Parenting Principles (A/I)

- Ability to make informed child centred decisions (I)
- Ability to communicate effectively and present coherent and relevant information to meetings/panels (A/I)
- Ability to undertake direct work with children and young people and/or their carers (A)
- Ability to effectively undertake partnership working with children, young people and families. (A/I)
- Ability to meet the demands of the service and produce work to a good standard within set timescales. (A/I)
- Ability to foster good working relationships with colleagues from within the Council and partner agencies and to collaborate in order for the needs of children and young people to be met and positive outcomes achieved (A/I)

## Desirable

- Ability to research and incorporate new guidance and procedure into work quickly and effectively and use to inform professional decision making
- Ability to demonstrate a skill level in applying needs-led assessment and planning
- Ability to demonstrate in-depth knowledge of theory and practice in assessment and care planning
- Ability to develop practical and procedural knowledge across a defined specialist area
- Ability to produce good quality child centred and outcome focused reports and plans
- Ability to demonstrate good organisational skills and to prioritise and manage fluctuating caseloads
- Ability to recognise and promote safety, health, wellbeing and emotional resilience for both self and colleagues
- Ability to work effectively as part of a team

- Ability to take advantage of and use information technology, including agile working, to be efficient in practice and time management
- Ability to work within professional and ethical standards including the SWE Code/Standards of Conduct for Social Workers

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Ability to demonstrate a commitment to own professional development and that of other colleagues
- Ability to understand and demonstrate a commitment to equality and diversity.

## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level
- Full driving Licence/Car user or commitment to obtain/become a car user within 6 months