

<b>Title</b> <b>Social Worker Adoption Assessment and Placement, AEM</b>	<b>Department</b> <b>Children, Families and Cultural Services</b>	<b>Post Ref.</b>
<b>Job Purpose</b>  <p>This is an excellent opportunity to join Regional Adoption Agency, <b>Adoption East Midlands</b>, and to make a positive contribution to supporting children and young people and their families in their adoption journey. We are looking for suitably qualified and experienced Social Work England registered social workers who have at least 3 years post qualifying experience, with excellent interpersonal and assessment skills. You will need to evidence an awareness and understanding of the needs of vulnerable children who have an adoption plan. You will also have excellent assessment skills to ensure that prospective adopters are able to provide secure and safe families for children. The post requires the post holder to organise and manage their workload independently, under supervision of the Team Manager.</p>		
<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>- To undertake comprehensive and analytical assessments of prospective adoptive families</li> <li>- To provide timely and well written reports to Adoption Panel for approval and matching.</li> <li>- To provide and deliver appropriate training to ensure that prospective adoptive families are equipped to undertake the task.</li> <li>- To provide information to the Home-finding service to ensure that children are matched with appropriate prospective adoptive families.</li> <li>- To provide support to prospective adoptive families enabling them to be matched with children whose needs they can meet.</li> <li>- To provide support, supervision and advice to prospective adopters to ensure that the placement of children is stable and safe.</li> <li>- To provide good and effective communication with children's Social Workers to ensure that the adoptive placement is stable</li> </ul>	<b>Key Accountabilities</b> <ul style="list-style-type: none"> <li>- Maintain a current and up to date understanding of safeguarding and a practical commitment to ensuring this is always at the forefront of practice</li> <li>- Maintaining an up to date understanding of and compliance with legislation and departmental policies &amp; procedures</li> <li>- Work in accordance with the Nottinghamshire County Council Code of Conduct and Social Work England Code of Practice</li> <li>- Ensure adequate and timely records are maintained as required by policy and good practice, and that in so doing, data protection is observed and maintained</li> <li>- Operate as an effective member of the Team including in the delivery of and participation in team activities including</li> </ul>	

<p>and safe.</p> <ul style="list-style-type: none"> <li>- To undertake a liaison role with other agencies to clarify access to services appropriate for children and their families</li> <li>- To be knowledgeable of and support families to access appropriate therapeutic services via the Adoption Support Fund</li> </ul>	<p>team meetings, case discussions and quality audits, and any ongoing review of team work.</p> <ul style="list-style-type: none"> <li>- Provide a commitment to attending and pro-actively engaging in monthly supervision to enable a reflection on case work and a commitment to completing planned support in a timely fashion</li> <li>- Demonstrate a commitment to Continual Professional Development in line with Social Work England regulations and requirements</li> </ul>
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

<b><i>Person Specification</i></b>	
<p><b><i>Education and Knowledge</i></b></p> <ul style="list-style-type: none"> <li>- BA in Social Work or equivalent Social work Qualification</li> <li>- Registered with Social Work England</li> <li>- Willingness and ability to obtain and/or enhance qualifications and/or training for development in the post</li> <li>- An up to date understanding of the legislative, procedural and research base underpinning adoption social work with children and families would be desirable together with a</li> </ul>	<p><b><i>Personal skills and general competencies</i></b></p> <ul style="list-style-type: none"> <li>- A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff</li> <li>- Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.</li> <li>- Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available</li> </ul>

<p>knowledge of issues prevalent in adoption cases post order</p> <ul style="list-style-type: none"> <li>- An ability to apply knowledge of legislation, research and policy to the practice of adoption social work with children and families</li> <li>- An understanding of diversity issues and commitment to anti-racist and anti-discriminatory practice and work towards ensuring this is embedded in their social work practice</li> <li>- A knowledge of the regionalisation agenda and the ability to contribute to the plans for service development within Adoption East Midlands</li> <li>- Full driving licence (unless disability precludes driving)</li> </ul>	<ul style="list-style-type: none"> <li>- Ability to meet agreed objectives and delivery targets by the effective application of resources, as well as the ability to organise and prioritise own work, utilising appropriate administrative skills.</li> <li>- Ability to work as part of a team and able to demonstrate a willingness to work co-operatively and flexibly to collectively meet operational targets</li> <li>- Strong assessment and analytical skills with evidence of working on own initiative and ability to make clear, well evidenced recommendations to promote effective decision making.</li> <li>- Ability to work anti-oppressively and promote anti-oppressive practice</li> </ul>
<p><b><i>Experience</i></b></p> <ul style="list-style-type: none"> <li>- Minimum of 3 years' experience of statutory social work with children and families including experience of direct work with children and families.</li> <li>- Experience of multi-agency working, either in the statutory or voluntary sector.</li> <li>- Experience of assessment and planning to meet the needs of children and their families.</li> <li>- Experience of working in a team.</li> <li>- Experience of working to deadlines and ability to work in a high-pressure environment.</li> <li>- Experience of adoption work would be desirable but not essential.</li> </ul>	<ul style="list-style-type: none"> <li>- Well-developed skills in the use of Information Technology</li> <li>- Excellent written skills providing the ability to produce professional reports which clearly articulate and evidence issues for children and young people, as well as prospective adopters</li> </ul>

### ***Role Dimensions***

#### **Core area/s of responsibility (inc. teams, services & functions)**

- Working in the social work team in Adoption East Midlands, a Regional Adoption Agency
- Delivering adoption services to four Local Authorities (Nottinghamshire, Nottingham City, Derbyshire and Derby City)
- This Job Description is in relation to the Adoption Assessment and Placement Team

**Financial Responsibility** - None

**Direct Reports** - None

*Please attach a structure chart*

Date: September 2020