

**Job Description**

**Job Title:** Social Worker/Senior Social Worker

**Salary Grade:** Grade 7/8

**SCP:** 26 - 36

**Job Family:** People Care

**Job Profile:** PC 3/PC 4

**Directorate:** Children’s Social Care

**Job Ref No:** N/A

**Work Environment:** Adoption Team

**Reports to:** Team Manager

**Number of Reports:** N/A

Your normal place of work will be at the Sandhill Centre, Sunderland, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

To be responsible for all aspects of work relating to adoption, to include but not exhaustive to; recruiting, assessing, supervising, training and supporting Adopters with the children placed with them, family finding for children with an adoption plan, undertaking and implementing adoption support assessments and plans. This includes promoting Together for Children’s values, qualities and standards to ensure a professional service for placing teams with the aim of achieving improved outcomes and experiences for children and young people placed with Adopters, whilst working in the legislative and regulatory framework.

**Key Responsibilities:**

To undertake all work relating to the completion of a PAR.

To prepare reports as required for other forums.

To liaise appropriately with placing teams and other professional services as required.

To improve the outcomes for children by listening to the voice of the child.

Gather information through direct work to ensure practice is informed by evidence and theory.

Produce child based plans and assessments with clear outcomes.

To help Adopters to assist children and young people to understand and value their racial, ethnic, cultural, religious and sexual identity.

Attend any meetings relating to adoption planning for children.

To undertake any other reasonable duties as required by the service or as instructed by your line manager.

To work effectively within a multi-agency context with internal and external colleagues.

Flexible working hours are essential. Have a commitment to some weekend work and unsocial hours as and when required.

To prepare, record and maintain case records and other information in accordance with procedures and timescales.

To keep up to date with social work practice, and also to reflect and identify development and training needs to ensure continuous professional development.

To work within the Together for Children’s professional policy and procedures, and code of conduct.

To champion diversity and equality.

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland;

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Use information only for authorised purposes.

**Author**: Kathryn McCabe

**Date**: December 2018



**Person Specification**

**Job Title: Social Worker/Senior Social Worker, Adoption Team**

**Role Profile reference: PC3/PC4**

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| **Essential Requirements**  |
| **Qualifications:*** Educated to degree level with appropriate professional Social Work qualification i.e. CSS/CQSW or DipSW, MA SW, BA Hons SW and completion of ASYE first year.
* Current HCPC Registration.
* Evidence of continuous professional development.
* Current driving licence and access to a car, or means to mobility support.
 | Application Form Interview |
| **Experience of :*** Statutory social work with children and families in a statutory or third sector setting and specifically in Adoption;
* Working across agencies promoting understanding and good practice in relation to children’s safeguarding;
* Applying principles of child care legislation relating to child protection, looked after children and the provision of services to children in need;
* Providing direct professional social work to children and their families;
* Managing an allocated caseload; planning and organising workloads;
* Working in partnership with service users, carers service providers and other professionals;
* Handling problems and difficult situations calmly and sensitively.
 | Application Form Interview |
| **Knowledge and understanding of:*** Social care legislation, with current safeguarding policies and procedures;
* Children Act 1989 and 2004.
 | Application Form Interview |
| **Ability to:*** The ability to share information, obtain information and have dialogue with others, either in writing, in person or over the telephone.
* Be able to work effectively within a busy team environment, be helpful and co-operative with others ;
* Effectively risk manage within children’s service settings;
* Manage priorities and work demands displaying initiative and creativity;
* Effectively use a PC to write reports/assessments, record information or input data;
* Be confident on challenging other professionals appropriately;
* Self-motivated, resilient and committed to excellent social work practice;
* Take ownership and responsibility arising from own and others’ case work appropriate to the level of the post;
* Be willing to lead by example and promote excellence;
* Introduce new ways of working, particularly adopting innovative and flexible methods;
* Reliable and self-reliant and to seek guidance when appropriate;
* Meet the travel requirements of the post;
* Work outside of normal working hours to meet the needs of the service.
 | Application form Interview  |
| Commitment to Equal opportunities  | Interview |

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