



## JOB DESCRIPTION

- Designation:** Senior Adoption Social Worker
- Accountability:** The person appointed will work as a member of an experienced social work team and will be accountable to Practice Manager.
- Primary Purpose:** The postholder will be part of a team that aims to provide creative and forward thinking adoption services and will be expected to undertake a range of work within the area of family placement.
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### Key Tasks:

1. To recruit, prepare and undertake robust and analytical adoption assessments. These tasks will include: attendance at Introduction days & drop in events, Stage 1 and 2 assessments and providing some aspect of training to prospective adopters.
2. To facilitate the linking and matching of children with adoptive families both regionally and nationally. The children will primarily be in the care of Local Authorities and subject to child care plans promoting permanency through substitute family care. The work in matching will therefore require skills in negotiating and planning inter-agency agreements and adoption support assessments and work collaboratively with the Local Authorities and the RAA's.
3. Being responsible for Post Adoption Support Cases, completing assessments of need, providing professional advice and signposting.
4. Co/Facilitating groups, training and workshops through The Centre and CCS as necessary.
5. Presentation of Prospective Adopter's Report (PAR) to Adoption Panel.
6. Participate in planning meetings and assist in defining clear goals and plans for children in line with adoption legislation.
7. To keep accurate written records of case work and maintain confidentiality at all times.
8. To advise, support and supervise placements as required, including Early Permanence placements and Foster to Adopt.



9. To undertake some tracing and intermediary work for adopted adults wishing to seek information from their birth records.
10. To attend Team Meetings and contribute to all aspects of the Team's learning and development of good practice.
11. To share in the responsibility for liaison with other Adoption agencies and relevant professional practice groups.
12. To participate in training and continuous professional development in order to maintain a detailed understanding of current childcare and adoption legislation and practice.
13. To play a part in communicating the work of the Agency's role in the wider community.
14. To undertake further duties at the request of the Practice Manager or Head of Adoption.

The Job Description reflects the major tasks to be carried out by the post holder but in the interests of effective working, those tasks may be reviewed from time to time, reflecting the changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

All social workers are required to uphold the "Standards of Proficiency" as described by Social Work England.