



PAC-UK



JOB DESCRIPTION

Job title: Adult Adoption Counsellor

Service: Adult Services PAC-UK

Salary: Grade 3 Point 24 – 28

Hours: One full time post (37 hours per week) or two part time posts (18.5 hours per week)

Location: London

Responsible to: Head of Adult Services, London

Summary of job:

To deliver a range of services to adults affected by adoption and permanent placement. This may include working on the PAC-UK Advice Line, outreach services, intermediary services, group work and counselling.

Key tasks and responsibilities:

- To provide advice, guidance, support and counselling to adult adoptees
- To provide advice, guidance, support and counselling to contemporary and historic birth relatives
- To provide advice and guidance, support and counselling to adoptive parents, prospective adopters and others affected by permanent placements
- To have an active interest in working with people of different racial, ethnic and cultural backgrounds.

Additionally:

1. To set up and maintain accurate and factual written case records and contacts for all service users using the PAC-UK database and ensure that mandatory forms are completed.
2. To keep abreast of new developments in adoption legislation and practice.
3. To remain familiar with PAC-UK's procedures and Family Action's policies and procedures.
4. To participate in relevant training and development events.
5. To participate in both the evaluation and monitoring of the service, and in planning future practice developments.
6. To participate fully in regular management supervision, an annual appraisal and clinical supervision sessions provided by PAC-UK up to six times per year pro rata.



7. To carry out or participate in all such other tasks and activities that will help develop and promote the service.

8. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:

- Being people focused
- Reflecting a 'can do' approach
- Striving for excellence in everything we do
- Having mutual respect for everyone we work with, work for and support through our services

9. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.

10. To ensure the implementation of Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.

11. To comply with Family Action's Health and Safety, Data Protection and Safeguarding Policies and to protect your own and others' health, safety and welfare.

12. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.



Person Specification

To be successful, you will have:

1. A professional qualification in a relevant field e.g. Social Work; Counselling, Psychotherapy
2. Registration with a relevant professional body i.e. HCPC, BACP, UKCP, UKRCP, BPS
3. Minimum two years' relevant post-qualifying experience in adoption work is essential. Evidence of a sound understanding of how adoption and permanency can affect everyone involved, whether they are birth relatives, adopted children and adoptive parents, or adults who were adopted as children.
4. Experience of counselling/professional work with those affected by loss, early trauma and attachment difficulties.
5. Willingness to travel and provide support services at one of PAC's outreach service bases if required.

Additionally:

6. Professional up to date knowledge of adoption law and practice.
7. Knowledge and experience of supporting parents and permanency carers with children who have challenging behaviour.
8. Knowledge and experience of Schedule 2, access to birth records, access to adoption records and Intermediary advice and counselling.
9. Knowledge and experience of telephone counselling.
10. Knowledge and experience of running groups for adoption related issues.
11. Experience of delivering training in adoption related issues.
12. Active interest and experience of working with people of different racial, ethnic, cultural backgrounds.
13. Experience of working sensitively with confidential material.
14. Ability to respond sensitively to highly distressed clients.
15. Able to work independently as well as in a team setting.
16. Good organisational and time management skills, ability to prioritise a busy workload.
17. Excellent communication skills, both verbal and written.
18. Willingness to utilise telephone counselling including Skype.



19. Computer literacy (Microsoft Word and Outlook) - ability and willingness to input sensitive data electronically.
20. Excellent interpersonal skills with ability to relate to internal and external contacts at all levels, and to represent Family Action by telephone and in person.
21. Outreach Counsellor: Willingness to travel in London and surrounding region.
22. Advice Line Counsellor: Ability to provide a broad spectrum of advice on adoption issues to professionals and members of the public alike.
23. A commitment to working within Family Action's Equality & Diversity and Safeguarding Policies including Child Protection.
24. Willingness to work outside of normal working hours.
25. Able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - Being people focused
 - Reflecting a 'can do' approach
 - Striving for excellence in everything we do
 - Having mutual respect for everyone we work with, work for and support through our services