

JOB DESCRIPTION

Job title: Birth Parent Service Counsellor/Social Worker

Service: Birmingham Birth Parent Service

Salary: Grade 3 Point 20 - 23

Hours: 15 hours per week

Location: Birmingham

Responsible to: Head of Adult Services

Summary of job:

We are looking for a Counsellor/Social worker to assist in developing and delivering a dynamic Birth Parent Service in Birmingham. We are currently largely delivering the service via phone and video call during the pandemic.

You will be a dedicated and enthusiastic professional who is committed to improving the outcomes for birth families and relatives. You will also have strong verbal and written communications skills and be able to deliver the service to a high standard.

Key tasks and responsibilities:

1. To provide counselling and support to contemporary birth parents and relatives, including:
 - Information about the adoption and permanency process
 - Counselling around the loss of a child/children to adoption or permanency
 - Support in maintaining appropriate contact, for example through letterbox arrangements or face to face contact
 - Advice about contact registers and leaving appropriate information on their child's files
 - Advice and Information regarding Intermediary Services
 - Support with reunion and post-reunion issues
 - Signposting to relevant training workshops or groups or other services
2. To set up and maintain accurate and factual written case records and contacts for all service users using the database and ensure that mandatory forms are completed.
3. To keep abreast of new developments in adoption legislation and practice.
4. To remain familiar with Family Action policies and procedures.
5. To participate in relevant training and development events.
6. To participate in both the evaluation and monitoring of the service, and in planning future practice and policy developments.

7. To participate regularly in supervision including clinical supervision sessions.
8. To carry out or participate in all such other tasks and activities that will help develop and promote Family Action services.
9. To provide advice and appropriate information on Family Action services to local authorities and other professionals, and to take referrals for counselling as necessary.
10. To participate in information giving or publicity activities as required in liaison with Family Action and PAC-UK's operations staff.
11. Be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being people focused
 - b) Reflecting a 'can do' approach
 - c) Striving for excellence in everything we do
 - d) Having mutual respect for everyone we work with, work for and support through our services
12. 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.
13. To comply with Family Action's Health and Safety Policy, Data Protection Policy and Safeguarding Policies to protect your own and others' health, safety and welfare.
14. Implement 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.
15. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.
16. Driving license and vehicle appropriate for work.

Person Specification

1. A professional qualification in Social Work or Therapeutic Counselling/Psychotherapy, registration with a relevant professional body i.e. HCPC, BACP, UKCP, UKRCP, BPS and evidence of a commitment to continuing learning and professional development.
2. Relevant post-qualifying experience.
3. Professional up to date knowledge of adoption law and practice.
4. 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.
5. Experience of counselling/professional work with those affected by loss, early trauma and attachment difficulties.
6. Active interest and experience of working with people of different racial, ethnic, cultural backgrounds.
7. Experience of working sensitively with confidential material.
8. Ability to respond sensitively to highly distressed clients.
9. Able to work independently as well as in a team setting.
10. Good organisational and time management skills, ability to prioritise a busy workload.
11. Excellent communication skills, both verbal and written.
12. Computer literacy (Microsoft Word and Outlook) - ability and willingness to input sensitive data electronically.
13. 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.
14. Willingness to travel in Birmingham.
15. Ability to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being people focused
 - b) Reflecting a 'can do' approach
 - c) Striving for excellence in everything we do
 - d) Having mutual respect for everyone we work with, work for and support through our services