



**PAC-UK**



## **JOB DESCRIPTION**

**Job title:** Adoption Support Social Worker

**Service:** PAC-UK One Adoption Adult Service

**Salary:** Grade 3 (lower) Point 20-23

**Hours:** 22.2 hours per week

**Location:** Leeds and the region

**Responsible to:** Head of Adult Services, Leeds

### **Summary of job:**

To deliver a range of services to adults affected by adoption. Adopted adults can access their records and receive an intermediary service. Birth families are supported at the time of losing children to adoption, helped to stay in touch through letterbox and can potentially also have an intermediary service.

### **Key tasks and responsibilities:**

1. To provide advice, guidance and support to adult adoptees, i.e.:
  - Advice and support to deal with issues arising from their adoption
  - Advice and information about Schedule 2 process and accessing adoption records
  - Advice and information regarding Intermediary Services and contact registers
  - Signposting to relevant training workshops or groups or other services
2. To provide advice, guidance and support to contemporary and historic birth parents and relatives, including:
  - Information about the adoption and permanency process
  - Advice and support to help them deal with 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
3. 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.
4. To take clear and concise referrals and ensure correct information is put onto the database.



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5. To ensure that all referrals are processed according to correct procedures and passed to the Adult Manager for action and allocation where appropriate.
6. To keep abreast of new developments in adoption legislation and practice.
7. To remain familiar with PAC-UK's procedures and Family Action's policies and procedures.
8. To participate in relevant training and development events.
9. To participate in both the evaluation and monitoring of the service, and in planning future practice developments.
10. To participate regularly in supervision including clinical supervision sessions provided by PAC-UK up to six times per year.
11. To carry out or participate in all such other tasks and activities that will help develop and promote the service.
12. To provide advice and appropriate information on PAC-UK's services to local authorities and other professionals, and to take referrals for counselling as necessary.
13. To participate in information giving or publicity activities as required in liaison with PAC-UK's operations staff.
14. To 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
15. 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.
16. 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.
17. 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.
18. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.



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### Person Specification

1. A professional qualification in Social Work and registration with Social Work England, and evidence of a commitment to continuing learning and professional development.
2. Relevant post-qualifying experience preferably in adoption work.
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. Knowledge of supporting parents around the loss of a child .to adoption
6. Knowledge of Schedule 2, access to birth records, access to adoption records and Intermediary advice & counselling.
7. Knowledge of telephone counselling.
8. Experience of professional work with those affected by loss, early trauma and attachment difficulties.
9. Experience of professional work with all parties to adoption and permanency.. .
10. Experience of telephone/internet counselling. or support
11. Active interest and experience of working with people of different racial, ethnic, cultural backgrounds.
12. Experience of working sensitively with confidential material.
13. Ability to respond sensitively to highly distressed clients.
14. Able to work independently as well as in a team setting.
15. Good organisational and time management skills, ability to prioritise a busy workload.
16. Excellent communication skills, both verbal and written.
17. Willingness to utilise telephone and video counselling/professional work .



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18. Computer literacy (Microsoft Word and Outlook) - ability and willingness to input sensitive data electronically.
19. 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.
20. Outreach Counsellor: Willingness to travel in Leeds and the region.
21. A commitment to working within Family Action's Equality & Diversity and Safeguarding Policies including Child Protection.
22. 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