

## Job description

<b>Job title:</b>	First Family Birth parent service Counsellor or Social Worker
<b>Service:</b>	First Family Service, PAC-UK, Birmingham
<b>Salary:</b>	Grade 3 point 24 – 28
<b>Hours:</b>	14.8 hours per week (part time)
<b>Location:</b>	Birmingham, home based
<b>Responsible to:</b>	Practice Manager, First Family Service

### Principal Accountabilities:

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
  - providing emotional support for birth family in maintaining appropriate contact, for example through letterbox arrangements or face to face contact
  - Advice leaving appropriate information on their child's files
  - 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. 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
  
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. To comply with 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.

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## PERSON SPECIFICATION

Requirements		Essential	Desirable
<b>Education, Qualifications &amp; Background</b>			
1.	A recognised qualification in Therapeutic Counselling or Psychotherapy level 4, a Social Work degree, registration with a relevant professional body i.e., BACP, UKCP, UKRCP, BPS, Social Work England and evidence of a commitment to continuing learning and professional development.	✓	
3.	Evidence of post qualifying continuous professional development		✓
<b>Experience</b>			
4.	Professional up to date knowledge of adoption law and practice	✓	
5.	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	✓	
6.	Experience of counselling/professional work with those affected by loss, early trauma and attachment difficulties	✓	
7.	Active interest and experience of working with people of different racial, ethnic, cultural backgrounds	✓	
8.	Experience of running support groups		✓
<b>Knowledge &amp; Skills</b>			
9.	Strong interpersonal and communication skills and ability to relate to internal and external contacts at all levels, and to represent Family Action by telephone and in person	✓	
10.	Ability to respond sensitively to highly distressed clients	✓	
11.	Experience of working sensitively with confidential material	✓	
12.	Good organisational and time management skills, ability to prioritise a busy workload	✓	
13.	Excellent communication skills, both verbal and written	✓	
14.	Proficient in Microsoft Office with strong IT and administration skills.	✓	
15.	Willingness to travel across Sunderland	✓	
16.	Able to work independently as well as in a team setting	✓	

<b>17.</b>	Ability to work creatively utilising a blend of both in person work and video/telephone appointments.	✓	
<b>Values</b>			
<b>18.</b>	<p>Able to evidence Family Action's values at all times, which underpin our mission of 'building stronger families' by:</p> <ul style="list-style-type: none"> <li>• Being people focused</li> <li>• Reflecting a 'can do' approach</li> <li>• Striving for excellence in everything we do</li> <li>• Having mutual respect for everyone we work with, work for and support through our services</li> </ul>	✓	
<b>19.</b>	Be committed to equal opportunities and uphold and comply with Family Action's Equality & Diversity policy in all aspects of your work, promoting its principles amongst colleagues, service users and other members of the community.	✓	
<b>In addition</b>			
<b>20.</b>	Willing to work hours in a flexible way, including evenings and weekends as required to meet the needs of the service.	✓	