

Yorkshire Adoption Agency Ltd

Adoption Social Worker

Job Summary

The post holder will be expected to provide an excellent child focused professional social work service to adoptive families, birth families and adopted adults. Some experience of adoption is desirable in this post. As the Agency offers services relating to both Domestic and Inter-country adoption it is expected that the post holder will develop skills and expertise in both areas of work whilst employed by the Agency.

The post holder will be expected to complete his/her duties to the standards and timescales as defined by current Adoption Agencies Regulations, National Minimum Standards and Statutory Practice Guidance. He/She will be required to follow all Agency policies and procedures and to comply with all HCPC registration standards.

Responsible to

Adoption Team Manager & Team Manager Training and Adoption Support.

Duties

1. To complete all work with service users to an excellent professional standard.
2. To actively participate in the recruitment, training and assessment of prospective adopters. This will include delivering information sessions to prospective adopters, who either wish to adopt a child in the UK or from Overseas. (At times this will involve working out of Office Hours)
3. To undertake comprehensive and analytical assessments of prospective adopters who wish to adopt a child in the UK or from overseas.
4. To participate in the Agency's office duty system when required.
5. To be involved in the Agency's Family Finding activities.
6. To work closely with Local Authorities in the planning and placement of children with YAA approved adopters.
7. To support adoptive families following the placement of children.
8. To provide post adoption support to adoptive families. This will include liaising with Local Authorities in accordance with Adoption Support Regulations and supporting families who need to access the adoption support Fund. The Post Holder will also be required to facilitate Agency Information and Support Groups and ongoing training for prospective and approved adopters on a Rota basis.

9. To present prospective adopter assessments to the Agency's Adoption Panels in compliance with Adoption Agencies Regulations.
10. To prepare Prospective Adopters for attending the Agency's Adoption Panel and Local Authority Adoption Panels at the time of matching.
11. To join the Agency's Central List of Adoption Panel members, if required.
12. To undertake counselling of adults who have been adopted as children through YAA.
13. To prepare reports of a high quality as required by the Agency and the courts.
14. To follow all YAA policies and procedures. This will include maintaining Agency records in compliance with the Agency's recording policy complying with Health and Safety legislation and compliance with the Agency's Equal Opportunities and Diversity Policies.
15. To work as part of the social work team, attend Team Meetings and contribute to the development and success of the Agency.
16. To undertake any other duties in the interests of the services provided by the Agency. These will be determined by the Agency Director, however will not substantially alter the Post Holder's Job Description or Conditions of Service. This will, for example, involve taking the lead for specific projects in the Agency or mentoring staff who are new to the Agency.
17. To form and maintain a professional working relationship with other agencies locally, in the region and nationally.
18. To be responsible for managing a caseload under the supervision of the Adoption Team Manager or Team Manager Training and Adoption Support.
19. The Post Holder will be committed to training and professional development and ensure that he/she remains fully conversant with changes to legislation and practice.

Hours of Work

36 hours 40 minutes per week