

## LANCASHIRE COUNTY COUNCIL

<b>JOB DESCRIPTION FOR THE POST OF: SOCIAL WORKER</b>					
<b>Directorate for Children &amp; Young People</b>			<b>Location:</b>	<b>Preston – Recruitment &amp; Assessment Team</b>	
<b>Establishment/Team:</b>		<b>Adoption Lancashire and Blackpool</b>		<b>Post No:</b>	
<b>Grade:</b>	<b>8/9</b>	<b>Designated Line Manager:</b>	<b>Practice Manager</b>	<b>Car User:</b>	<b>Yes</b>
<b>Staff Responsibility: None</b>		<b>Number of Staff Directly Supervised: None</b>		<b>Which Business Plan incorporates this Post? Social Services</b>	
<p><b>CORE VALUES AND JOB PURPOSE:</b></p> <ul style="list-style-type: none"> <li>To support the recruitment of adopters</li> <li>To provide advice, training and support to adults inquiring about becoming adopters</li> <li>To undertake assessments of prospective adopters</li> <li>To support adopters and their family to an appropriate match and to gaining an adoption order.</li> </ul> <p><b>Duties and responsibilities</b> (in order of importance)</p> <p>This post is based within Adoption Lancashire and Blackpool with a need to work within the legislation, Adoption Agencies' Regulations and National Minimum Adoption Standards at all times. It is located in the Recruitment &amp; Assessment Team</p> <ul style="list-style-type: none"> <li>To undertake thorough and complex assessments of adoptive applicants, to analyse the information provided, and to present well written Prospective Adopter's Reports to the Adoption Panel.</li> <li>To plan and participate in the preparation and training of Adoptive applicants.</li> <li>To support adoptive applicants through the process of matching and into placement</li> <li>Being involved in planning, facilitating and running training events.</li> <li>To work as an enthusiastic and committed team member, contributing to the development of the Service.</li> <li>To participate in team meetings, service meetings and any working groups deemed to be appropriate.</li> <li>To participate in and deliver training for staff and adoptive applicants.</li> <li>To participate in regional and national events as appropriate.</li> <li>To contribute to administrative, monitoring and evaluation systems for the adoption service</li> </ul>					

## **Core Duties**

1. To carry out the statutory obligations of the Regional Adoption Agencies within the context of Government guidelines, policies, strategies and procedures.
2. To comply with the Regional Adoption Agencies administrative and financial procedures including the maintenance of appropriate records.
3. To make full use of Information Technology and all computer systems in use by the Regional Adoption Agencies as and when required.
4. To liaise and negotiate with other professionals in statutory and voluntary agencies to ensure the best possible outcomes for children and families.
5. To prepare for, attend and contribute fully towards the supervision process, staff meetings, in-house or external training courses.
6. To prepare for and contribute to the Staff Development Portfolio in accordance with the Regional Adoption Agencies policy.
7. To be aware of and responsive to the differing needs of all sections of the community.
8. To be responsible for own continued learning and share an up to date knowledge of research findings in relevant fields of social work.
9. To manage an allocated workload of adoption support work according to Regional Adoption Agencies priorities.
10. To take part in reviews and other safeguarding meetings as necessary.

## **Other responsibilities**

- To act in accordance with the Council's Constitution and other Codes of Conduct.
- To participate in staff development, appraisal and training as appropriate, including continuous professional development.
- To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
- To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
- To participate in the wider development of the service and contribute to service improvement as required. Workers may be required to engage in joint training initiatives and undertake work originating outside the area if this is necessary to ensure equitable distribution of work, and in the interests of efficient and effective service delivery.

## Special requirements

The County Council operates a general no smoking policy.

The appointee will be expected to attend work on a regular basis. There will be occasional evening and weekend working.

We would like our social worker to be easily contactable and supportive. We want you to be committed to the job and have a good record of experience with children and young people. It's important that you are on time, easy to talk to, non-judgemental and trustworthy.

We believe that it is important that you can demonstrate you are committed to the job indefinitely.

- Commitment to equality and diversity
- Commitment to health and safety
- Display the LCC values and behaviours at all times and actively promote them in others
- This is an essential car user post (You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive.)

## Values and Beliefs

The Directorate for Children and Young People

### Believe

We can make a positive difference to the lives of children and young people.

### We value

- The role of parents, adopters, carers and all who have a parenting responsibility.
- What children, young people and their families want to tell us.
- The power of people working together to achieve common aims.
- Good public service.
- The richness of our diverse communities and cultural heritage.
- The essential contribution education and learning make in improving lives of children and young people.
- The creative contribution made by children and young people to their communities.

**Prepared by:** Karen Barker

**Date:** 23 October 2019

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

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### Person Specification Form

<b>Job Title:</b> Social Worker	<b>Grade:</b> 8/9	
<b>Directorate/DSO:</b> Children & Young People	<b>Post number:</b>	
<b>Unit/team:</b> Adoption support Team Adoption Lancashire and Blackpool		
<b>Requirements</b> <b>(on the basis of the job description)</b> All the following requirements are essential unless otherwise indicated by *  Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).	<b>Essential (E) or Desirable (D)</b>	To be identified by: <b>application form (AF), interview (I), test (T)</b>
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>Applicants must hold a recognised social work qualification and must demonstrate that they have training and/or experience relevant to the post;</li> </ul>	E	AF / I
<ul style="list-style-type: none"> <li>They must also prove that they hold appropriate HCPC registration.</li> </ul>	E	AF / I
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Social work experience with children in need and their families.</li> </ul>	E	AF / I
<ul style="list-style-type: none"> <li>Social work experience with adopters and adoptees</li> </ul>	D	AF / I
<b>Knowledge/skills/abilities</b>		
<ul style="list-style-type: none"> <li>Demonstrate knowledge of child development</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Skills in working effectively with children and families, in varied and complex circumstances</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Written and verbal communication skills.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Assessment and report writing skills.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to use IT.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to learn and understand theoretical concepts, legal frameworks and to work within policy and procedures.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to work as an effective team member.</li> </ul>	E	I

<ul style="list-style-type: none"> <li>To be able to respond positively and effectively to children and their families, promoting 'working in partnership' at all times.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to work in partnership with other professionals/agencies.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to value diversity, by treating people as individuals, valuing their input and contribution.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>To respond positively to training and development opportunities.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to work with a varied caseload and to manage timetables and demands.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to use supervision positively and to contribute to the Personal Staff Development Portfolio.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>To have knowledge of the cultures and religions of the communities of Lancashire and Blackpool.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>To have the ability to value diversity and work across cultures.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Have a good knowledge of relevant current legislation and guidance.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to deliver support to adopters and adoptees.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Knowledge of the needs of children and young people with a range of physical and emotional complex needs</li> </ul>	D	I
<ul style="list-style-type: none"> <li>Skills in the assessment of children and families and developing packages of support.</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Skills in planning for permanence.</li> </ul>	D	I
Ability to drive and access to own vehicle for business use	E	AF
<b>Prepared by:</b> Karen Barker		
<b>Date:</b> 23 Oct 19		
Note: <b>We will always consider references before confirming an offer in writing.</b>		