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|  | LANCASHIRE COUNTY COUNCIL  For completion by Lancashire County Council employees. Please read the explanatory notes overleaf first. |

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| **JOB DESCRIPTION FOR THE POST OF: support worker** | | | | | | | | | | | |
| **Directorate for Children & Young People** | | | | | **Location:** | | **Preston –**  **Adoption Lancashire Blackpool** | | | | |
| **Establishment/Team:** | | | Adoption Lancashire & Blackpool | | | | | **Post No:** | | |  |
| **Grade:** | **Grade 6** | | **Designated Line Manager:** | **Team Manager** | | | | **Car User:** | | | **Yes** |
| **Staff**  **Responsibility: None** | | | **Number of Staff**  **Directly Supervised: None** | | | **Which Business Plan incorporates this Post? Children's Social Care** | | | | | |
| **job purpose:**  This post is based within Adoption Lancashire and Blackpool (Regional Adoption Agency RAA) with a need to work within the legislation, adoption agencies’ regulations and national minimum adoption standards at all times.  This support worker role will be based within the adoption support team. The successful applicant will be supporting the adoption mailbox facility and also providing support to individuals affected by adoption; including children who have been adopted, their adoptive families, birth families and adult adoptees.  There may be some out of hours work involved with this post. | | | | | | | | | | | |
| **Duties and responsibilities** (in order of importance)   * To support the three teams within Adoption, Lancashire, and Blackpool. This will include supporting with the recruitment and support service in accordance with National Minimum Standards for Adoption Service. | | | | | | | | | | | |
| **Core duties**  **Support Worker:**   1. To carry out delivery of the adoption mailbox service. 2. To provide support to children and their families affected by adoption. This includes adoptive families, birth families and adult adoptees. 3. To carry out the statutory obligations of the RAA within the context of Government guidelines in particular the regionalising adoption agenda, RAA Policies, strategies and procedures. 4. To comply with the RAA’s administrative and financial procedures including the maintenance of appropriate records. 5. To make full use of Information Technology and all computer systems in use by the RAA as and when required. 6. To liaise and negotiate with other professionals in statutory and voluntary agencies to ensure the best possible outcomes for children and families. 7. To prepare for, attend and contribute fully towards the supervision process, staff meetings, in-house or external training courses. 8. To prepare for and contribute to the Staff Development Portfolio in accordance with the RAA’s policy. 9. To be aware of and responsive to the differing needs of all sections of the community. 10. To be responsible for own continued learning   **Other responsibilities**  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.  This is not to be regarded as exclusive of exhaustive – there may be other duties and requirements at the same responsibility level associated with the post.  **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, 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.   **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 working.  You are required to have the ability to drive a car and have a car at your disposal. However in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive.  1. Commitment to Equality & Diversity  2. Commitment to Health & Safety | | | | | | | | | | | |
| **Updated by:** | | **Catrina Dickens/Lyndsay Winstanley** | | | | | | | **Date:** | Aug 2024 | |

**EQUAL OPPORTUNITIES**: The County Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

**HEALTH AND SAFETY**: All employees have a responsibility for their own Health and Safety and that of others while undertaking their duties. Employees have a general duty to assist the County Council in implementing its general statement on the Health and Safety policy.

LANCASHIRE COUNTY COUNCIL

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| Person Specification Form | | |
| Job Title Support Worker | Grade Grade 6 | |
| Directorate/DSO Children's Services | Post number | |
| Unit/team Adoption Lancashire and Blackpool |
| Requirements **(on the basis of the job description)**  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). | **Essential (E)**  **or**  **Desirable (D)** | To be identified by: **application form (AF),**  **interview (I),**  **test (T),**  **other (specify)** |
| Qualifications |  |  |
| 4 x GCSEs including English and Maths at equivalent of grade C or above?  A-Level/equivalent qualification in a relevant subject area (e.g. Social Work, Childcare, Health and Social Care)? | D | AF |
| Experience |  |  |
| Experience of working with children and families in varied and complex circumstances  Experience of partnership work with children and families, and external organisations.  Experience of working with a varied caseload/workload to manage timelines and demands.  Experience of Adoption Service Work  Experience of delivering support to looked after children and their carers. | E  E  E  D  D | I  I  I  I  I  I |
| Knowledge/skills/abilities |  |  |
| * Demonstrate knowledge of child development | E | I |
| * Written and verbal communication skills. | E | I |
| * Ability to use basic computer technology | E | I |
| * Ability to learn and understand theoretical concepts, legal frameworks and to work within policy and procedures. | E | I |
| * Ability to work as an effective team member. | E | I |
| * Ability to value diversity, treating people as individuals, working across cultures and valuing individual inputs/contributions. | E | I |
| * To respond positively to training and development opportunities. | E | I |
| * Ability to use supervision positively and to contribute to the Personal Staff Development Portfolio. | E | I |
| * To have knowledge of the cultures and religions of the communities of Lancashire. | E | I |
| * Have a good knowledge of relevant legislation. | E | I |
| * To have a good knowledge of the Framework for Assessment; Child Protection guidance and procedures; Adoption legislation and guidance. | E | I |
| * Knowledge of the needs of Children and Young People with a range of physical and emotional complex needs | E | I |
| * Skills in the assessment of children and their families and developing packages of support. | D | I |
| * Skills in planning for permanence. | D | I |
| Prepared by: Catrina Dickens/Lyndsay Winstanley Date: Aug 2024 | | |
| Note: We will always consider references before confirming an offer in writing. | | |

**JOB DESCRIPTION NOTES: These Explanatory notes are to be read by Appointing Officers and do not need to be sent to candidates**

1. A Job Description should be written only after a thorough review of the core tasks of the job has been carried out. (See also para 5.3 and Appendix “F” on the use of Exit Interviews and para 5.9 relating to disability and an ability to drive.)
2. In listing the core tasks of the post, it is important that you identify in order these core requirements of the post. This will assist in the later processes of identifying essential requirements and the structuring of interview questions.
3. In this way the Job Description will provide you not only with a list of the core tasks of the post, but also of their relative importance.
4. Core tasks (ideally 6 but exceptionally up to 10). If substantially more than 6 tasks are listed as core tasks the selection/interview process is more likely to require greater time and may lead to confusion by the applicant as to what is required for the post.
5. It should be noted that this format has been drawn up to support the Job Evaluation process and it is therefore important that the identification and listing of the core tasks is carried out carefully.
6. All applicants must receive a copy of the Job Description.