**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | Social Worker – Permanence Support Team |
| Salary: | £37,035 - £43,693 |
| Grade: | Grade 10 to 11 |
| Hours: | 22.5 |
| Team: | Permanence Support Team  |
| Service Area: | Adopt Thames Valley Regional Adoption Agency   |
| Primary Location: | Oxfordshire - Union Street (office base) |
| Budget responsibility: | ATV600  |
| Responsible to: | Rachel Willis  |
| Responsible for: |  None |

## Job Purpose

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| This is a brief overview of the key objectives of the job including the context within the team/department.1. To achieve, maintain and improve high standards of professional practice in relation to Permanence Support social work
2. To participate in the development of services to support adoptive families; special guardianship families and adults affected by adoption
3. To undertake Assessments of Support Needs in relation to adopted and special guardianship children and young people up to 25 years old, and their families, and birth family members or others where appropriate
4. To formulate support plans and undertake reviews of support plans for service users
5. To provide social work interventions to meet the life-long needs of children, families and adults affected by adoption and special guardianship living within the Adopt Thames Valley region
6. To provide birth records counselling and access to adoption records for adopted adults
7. To provide post adoption support services to other adults affected by adoption, including birth relatives where required
8. To liaise with other agencies who are seeking information from Adopt Thames Valley local authority records in relation to Adults Affected by Adoption, and to facilitate the exchange of this information where appropriate
9. In exceptional circumstances, to provide intermediary services to children affected by adoption
10. To ensure that services are planned and delivered in a way that maximises participation and reflects service users’ rights
11. This post holder is responsible for ensuring that all relevant Safeguarding and Child Protection policies are adhered to and concerns are raised in accordance with these policies.

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## Job Responsibilities

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| This is a list of the main duties or tasks that the post holder will be expected to undertake.**MAIN DUTIES:** * To participate in a duty service providing information, support and advice to people affected by adoption and special guardianship, and consultation to professionals. This will include enquiries from adult adoptees and from birth relatives of adopted children and adults
* To undertake Assessments of Support needs with service users
* Where there is need for ongoing support from a Permanence Support Team social worker, to develop, implement and review support plans
* To undertake social work interventions, working directly with adoptive or special guardianship children, young people and their families, in order to keep children and young people safe and to support and enhance the placement and family relationships
* To liaise with, and work in close collaboration with ATV and LA staff and teams, and staff from other agencies e.g. health, education, therapeutic providers as required
* To provide birth records counselling and access to adoption records for adopted adults
* To provide post adoption support services to other adults affected by adoption, including birth relatives where required
* To liaise with other agencies who are seeking information from Adopt Thames Valley local authority records in relation to Adults Affected by Adoption, and to facilitate the exchange of this information where appropriate
* In exceptional circumstances, to provide intermediary services to adults affected by adoption
* To proactively consult with service users to contribute to the evaluation and development of support services in order to meet the needs of service users across the region (adoptive children and families; special guardianship children and families; adults affected by adoption and birth relatives)
* To provide advice, support and mediation to adoptive families and special guardians in relation to contact issues, both direct contact and letter-box. To provide supervision for direct contact arrangements where required
* To participate in delivering training, facilitating group work and support groups and social events, for adoptive parents, special guardians, and children
* To be involved in the development of new and existing initiatives in accordance with the requirements of the team, the regional adoption agency, Departmental policy and assessed need

**TASKS** **1, For Managers** - you must ensure you all fully aware of your responsibilities for Health & Safety, and the relevant activities expected of you as a Manager including the need to ensure  All new employees, that you manage, are fully briefed at induction  Your team are regularly reminded of key issues and responsibilities  Your staff are set appropriate targets at appraisals  Your staff undertake appropriate health and safety training, including refresher training as necessary  You carry out risk assessments, and implement them, for processes, operations and activities under your control  Health & Safety is a regular topic at Team Meetings **For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you:  Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do  Cooperate on all issues involving health and safety  Use work items provided for you correctly, in accordance with training and instructions  Do not interfere with or misuse anything provided for your health, safety or welfare * To organise work according to Departmental priorities and to be responsible for managing own workload within legal and procedural requirements
* To maintain written records, prepare reports and complete administrative tasks as required by the Department and agencies
* To bring to the attention of the Line Manager any factors affecting the maintenance of legal or Departmental requirements or standards, or any matter of concern relating to the safety or protection of children
* In consultation with Line Manager, to identify learning needs and to participate in training events and other learning opportunities
* To maintain management information systems as required
* To provide information for users/potential users regarding the nature and availability of resources
* To take responsibility for personal contribution to the supervision, appraisal and development processes and procedures
* To participate in Team Meetings, sharing responsibility and accountability for the quality of the service provided
* Ensure adherence to statutory and departmental policies and procedures in relation to professional and administrative matters within levels of authority, e.g. complaints, health and safety, clients, specific policies/procedures
* Have the ability to visit clients and attend meetings across the county and at short notice. The post holder will need access to a car in order to meet business needs and occasionally will have to travel out of county which may involve overnight stays
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# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| Essential Criteria | Assessed By: |
| To maintain management information systems as required.  | I |
| Ensure adherence to statutory and departmental policies and procedures in relation to professional and administrative matters within levels of authority, e.g. complaints, health and safety, clients, specific policies/procedures.  | I |
| To organise work according to Departmental priorities and to be responsible for managing own workload within legal and procedural requirements. | I/A |
| To have three years post qualifying experience, including within adoption. | D/A |
| To provide information in respect of how they would complete a schedual two intervention  | I      |
| To provide information for users/potential users regarding the nature and availability of resources. | I |
| To be able to use effective communication skills to facilitate good working relationships with services users  | A/I |
|       |       |
| Desirable Criteria | Assessed By: |
| To have worked with adopted children or adults in a direct work capacity  | A/I |
| Ability to organise and prioritise own work load  | I/A |
| To have previous supervisory experience  | A/I |
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# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:

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| --- | --- | --- | --- |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [x]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |
| [ ]  | Other (please specify):       |  |  |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [x]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |
| [ ]  | Other (please specify):      |  |  |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.