**Job Description**

# Section A: Job Profile

*The job profile outlines 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: | Birth Relative Family Support Worker |
| Salary: | (scp 23-26: £32,076 to £34,834) |
| Grade: | Grade 9 |
| Hours: | 37 hours, with flexible working pattern to meet the aims of the service. |
| Team: | Adopt Thames Valley Regional Adoption Agency |
| Service Area: | Oxford however could be Region Wide on occasion |
| Primary Location: | *Union Street, however ATV have 3 offices across the ATV Region(Oxford, Swindon and Berkshire) that can be accessed when required.*  *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | ATV600 |
| Responsible to: | Rachel Willis |
| Responsible for: | Birth Relatives |
| Political Restricted Post: | No |

## Job Purpose

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| * To work alongside Social Workers in the Permanence Support Team, contributing to service delivery * To support birth relatives of adopted children alongside a Social Work Senior Practitioner * Direct work with birth relatives. * Support with birth parent / adopter meetings * Support birth relatives with letterbox arrangements * Support birth relatives in family-time review process * Co-facilitate birth relative support groups |

## Job Responsibilities

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| * To be a point of contact and provide support to birth relatives contacting Permanence Support. * To support and deliver support groups for birth relatives. * To support birth relatives to engage with, and overcome challenges faced with letterbox arrangements. * Where appropriate, to support birth relatives with changes to family time arrangements and in family time review meetings. * To support birth relatives to develop their understanding of their child’s journey into adoption. * With Permanence Support team Social Workers, to support with annual events and family fun days. * Record any contacts on the electronic case record system to the agreed standard and within timescales.      * To work with the Team Managers, or Information Analyst, regarding collection of birth relative data. Assist with preparation of reports on a monthly, quarterly and yearly basis. * Contribute to the development of Adopt Thames Valley. * To undertake such duties relevant to the post as may be required from time to time * Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - 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.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| Evidence of good standard of education | D, CV |
| Communication skills (verbal, written, interpersonal) with all age groups. | I |
| Demonstrable listening skills | I |
| Ability to communicate with groups and individuals | I |
| IT skills and experience. Ability and willingness to train and train others to operate computer information systems. | I |
| Proven experience of working with children and adults | I |
| Ability to assess and analyse information and prepare reports on that information | I |
| Ability to work in an inclusive/non-discriminatory manner | I |
| Ability to work flexibly | I |
| Ability to liaise efficiently with other professional/ organisations. | I |
| Ability to set goals and achieve them to an agreed timeframe | I |
| Clear and concise report and record writing | I |
| Awareness and commitment to all aspects of anti-discriminatory practice. | I |
| Knowledge and understanding of safeguarding principles. | I |
| An understanding of the impact of abuse, social deprivation and/or disadvantage on children, young people and their families | I |
| Desirable Criteria | Assessed By: |
| Specialist area of work/client group | I |
| Inter-agency liaison | I |
| Co-working cases | I |
| Project work | I |

# 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 are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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 |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | 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).

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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 |  | 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 |
|  | 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 |
|  | 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 |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |

April 2022