

**DIRECTORATE FOR CHILDREN AND YOUNG PEOPLE
ISLE OF WIGHT COUNCIL**

JOB DESCRIPTION

Job Title : Social Worker - Adoption
Post Number : QSW
Date : January 2006
Accountable to : Team Manager (Adoption Service)
Grade : Social Worker Level 1–3 Grade

Job Summary – General

Being a member of a Team which contributes to the delivery of a specific range of services / processes in the Children's Services Plan, in line with the Council's vision and the Directorate's strategic themes. By ensuring quality is continuously improved in line with Government requirement and Local and National Performance Indicators through:

- Ensuring the delivery of services / processes to individual children and families are to the quality standards required within the costs agreed by Management.
- Practice standards are to the policies and strategies required to progress services in line with the relevant legislation, value for money and improved outcomes for children.
- Liaising with appropriate partner agencies who have key roles to play in the delivery of Children's Services to meet individual children's and families needs.

Striving for improved star ratings through contributing to:

- Flexibility between services both internal and external focussed on meeting children's needs.
- Commitment to Performance Management.
- Strong Multi – Agency approach.

Major Responsibilities – General

1. To manage and record activities within an allocated caseload, supervised by your Line Manager in accordance with quality standards and performance indicators to achieve Children's Services aims and objectives as expressed in the Team's Service and Business Plans.
2. To manage on time and within budget the delivery of specific services / processes to children and their families.
3. Plan, monitor, progress, co-ordinate and record the necessary actions in relation to specific cases, delivering services to the required targets, including ensuring timely data input to Management Information Systems.

4. To prepare for and receive regular Supervision in line with your Personal Performance Reviews, and that Personal Performance Reviews are undertaken and reviewed to agreed timescales.
5. To work with and contribute to Team and Corporate approach across Children's Services.
6. To ensure that your training needs are assessed in line with Evidence Based Best Practice results and any current or new legislative requirements associated with your client group or activities.
7. To liaise with professional colleagues engaged in other related services, or related programmes within the Island community in relation to a child's / family's specific needs.
8. To ensure value for money and relevance in the services / processes delivered through feedback by Service Users and where relevant to demonstrate commitment to community capacity building.
9. To report to the Team Manager on cases within your remit or on project work.
10. To use your skills to engage with children and families to ensure that appropriate support and change processes are attempted. Individual children / families are empowered to succeed to manage and enhance their own and their children's life chances and safety.
11. To be responsible for managing your performance and celebrate success and / or initiate corrective action, where necessary, using the Council's Policies.
12. To report risk in relation to child safety and take corrective action where required, as directed by your Manager.
13. To be responsible for Policy implementation, administration, monitoring, budgetary control and liaison with relevant Council Personnel within your caseload remit.

Performance Management

The Social Worker's performance will be assessed against :

- The quality of the services / processes delivered to Performance Indicators.
- The timeliness of delivery services.
- The effectiveness of services in relation to outcomes for children, feedback from service users / providers.
- The take up of training opportunities and their transition into practice.

Specific Requirements

- To keep up-to-date with legislation, practice and research on adoption and post adoption issues.
- To recruit, assess, train and support adoptive families.
- To consider links of adoptive families and children, and work with the South Coast Adoption Consortium procedures.
- Assessments required by Court for Step Parent Adoptions and associated counselling.
- Undertake assessments for Adoption Support Services.
- Formulate plans following the above assessments.
- Provide support and advice to all parties involved in adoption.
 - Contribute to adopter's newsletter, social events
 - Visiting families and offering individual and family counselling
 - Advice and support to adult adoptees
 - Group meetings for children and adults
 - Post placements training for adopters
- To attend all Team Training and Development Days.
- To undertake any other pieces of work as identified by the Line Manager.
- Responsibility for safeguarding and promoting the welfare of children and young people.

Generic Data Quality Statement

All employees are required to comply with the Council's Data Quality Policy and Strategy. You are responsible for ensuring that any information or data you collect or input complies with the standards set out in these documents.

Managers are responsible for ensuring that data sets provided to others comply with the required standards.

The Data Quality Policy and Strategy is available on the Intranet. Each Directorate has one or more Data Quality Champions who can explain the requirements to you.