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**APPOINTMENT OF SOCIAL WORKER BAND J**

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| Personal Job Title: Family Finding Social Worker -Adoption  |
| **Reporting to: Adoption Team Manager**  |
| **Role Summary** |
| This is an exciting time to join One Adoption South Yorkshire , Rotherham Team, who are seeking to recruit a Family Finding Social Worker to join the Regional Adoption Agency. Your responsibilities as an adoption Social Worker will betowork closely with Social Workers in the Rotherham Safeguarding Teams and link in with the care planning for children who potentially have a plan of adoption. You will hold a case load and will work closely with a range of professionals involved in the decision making for children as well as organise and facilitate meetings in relation to adoption . You will have joint responsibility for children who may have a potential plan of adoption as well as children on Placement Orders and will find the most suitable match using Link Maker as a platform for this . In addition to this, you will be expected to track children who may be suitable for Early Permanence Planning and be instrumental in achieving the best outcomes.  |
| **Shortlisting and interview criteria** |
| * Significant post qualifying experience of working in childcare social work, including direct experience of adoption work.
* Experience of working in a Local Authority or voluntary agency
* Experience of formulating and implementing childcare plans to promote positive outcomes.
* Knowledge and understanding of the Children Act 1989, the Adoption and Children Act 2002, Adoption National Minimum Standards and other relevant legislation.
* Practical knowledge of working/dealing with difficult situations in a diplomatic, sensitive and caring professional manner.
* Utilising a range of ICT systems and applications
* Social work qualification e.g. DipSW, CQSW, CSS, Degree Social Work and Health and Care Professions Council (HCPC) registered.
* Experience or knowledge of Early Permanence Planning.
* Knowledge of other agencies and their role.
* Promoting and facilitating multi-disciplinary and partnership working with private, public and community/voluntary sectors.
* Knowledge of Government initiatives relating to adoption.

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| **Job Specific Notes – include in the advert** |
| **Job specific qualifications** | Social Work qualification e.g. CQSW, Dips SW, CSS, Degree Social Work (or equivalent)Professional Registration if applicable.Undertake additional formal training such as a Practice Educator. Subject to the needs of the service and eligibility requirements being met to undertake the training. |
| **DBS Level** | Enhanced |
| **Shift Working/Out of Hours/Unsociable Hours** | Occasional evening and out of hours working  |
| **Contractual overtime** | No |
| **Standby rota** | No |
| **Other working arrangements** | Flexible Working  |
| **Politically Restricted Position** | No |
| **Date Document Updated** |  |

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| **Job Profile** | **SOCIAL WORKER** **BAND J** | RMBC Logo (5405) 2018 (2) |
| **Key Duties/Areas of Responsibility**1. Provide a local and personal social care service for vulnerable customers and contribute to the range of voluntary and statutory social work activities
2. Carry out investigations and planned assessments, providing written evidence based reports for highly complex cases
3. Assess a customer’s needs in accordance with Council policy and within the relevant legislation, including joint assessments with other relevant bodies, developing preventative intervention strategies and support services
4. Develop support plans, identify, negotiate and co-ordinate the services necessary to meet the needs of the individual utilising informal support networks of care where possible and authorise care packages within agreed financial constraints and delegated powers
5. Monitor support plans and to ensure service delivery meets acceptable standards and best working practices and review individual circumstances and needs and to amend service provision as appropriate
6. Promote the principles of prevent, reduce and delay and ensure at all times that the person in receipt of support is at the centre and whose rights to dignity, respect and self-determination are upheld.
7. Provide information, advice and guidance to customers and carers on the availability of local services and support available from voluntary and statutory agencies
8. Provide ongoing advice and support to vulnerable clients and their carers including the role of case worker
9. Keep up-to-date and accurate records and reports, utilising the department’s I.T. system for individual and corporate records
10. Liaise with other organisations (e.g. local colleges, Health Authority etc.) to develop a multi-agency approach to ensure continuity of services
11. Be involved in the development of preventative intervention strategies and support services
12. Undertake safeguarding investigations as appropriate
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| **1. Key Areas of Knowledge and Experience** |
| ***Know-how*** *(Level 7)* |
| Significant post qualifying experience of applying appropriate legislation to the area of work for example Children’s Act, Community Care Act, Mental Health Act, Mental Capacity Act/ D.O.L.S Continuing Health Care  |
| Experience of applying social work practice and social work theory to complex cases |
| Practical experience of working/dealing with difficult situations in a diplomatic, sensitive and caring professional manner |
| Knowledge of Government initiatives relating to social care |
| Experience of working in a Local Authority or voluntary setting |
| Awareness of the current climate of change within Health and Social Services |
| Experience of carrying out risk assessments |
| Knowledge of other agencies and their role |
| Knowledge of welfare benefits relevant to the client group |
| Awareness of budgetary systems |
| Experience of presenting evidence to the court |
| Experience of undertaking safeguarding investigations |
| Experience of utilising a range of ICT systems and applications  |
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| **2. Qualifications** |
| Level 7 qualification e.g. Post Graduate Certificates and Diplomas with a considerable breadth and depth of knowledge across the relevant specialist area, or a range of areas**Or**Evidence of the equivalent level of knowledge gained through work experience |
| Social Work qualification e.g. CQSW, Dips SW, CSS, Degree Social Work |
| Social Work England (SWE) registered  |

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| **3. Key Skills** |
| ***Communication*** *(Level 5)* |
| * Exchanges complex or contentious information with a range of people, orally and in writing
* Delivers well-structured communication to different people and deals with conflicting points of view effectively
* Produces complex reports/documents to suit the needs of the audience
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| ***Decision Making*** *(Level 5)* |
| * Makes decisions as to how to operate within own work area
* Deals with a degree of uncertainty in making decisions where some facts may not be known
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| ***Problem Solving*** *(Level 4)* |
| * Uses a rational or disciplined approach to problem solving
* Analyses and interprets complex information to solve difficult problems or develop new ideas or concepts
* Uses previously untried new ideas or concepts to generate solutions to problems
* Produces medium-term solutions or plans
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| **4. Rotherham Leadership Expectations** |
| ***Honest and accountable**** + *Drives and delivers work, collaborating across council and with partners*
	+ *Embraces challenge, demonstrates resilience, takes responsibility and seeks new ways of working*
	+ *Manages difficult situations and conversations at the earliest opportunity, escalating where appropriate*
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| ***Respectful and inclusive**** + *Is open, approachable and authentic*
	+ *Is able to build trust with others*
	+ *Values diversity and views of others*
	+ *Challenges inappropriate behaviours*
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| ***Ambitious and agile**** + *Creative, innovative and  enterprising  in seeking solutions*
	+ *Positive, adaptable, open  to change and responsive to feedback*
	+ *Leads by example, sets high standards and takes responsibility for personal development*
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| ***Professional and proud**** + *Open, honest , consistent and impartial*
	+ *Seeks to continuously improve services that deliver value for money*
	+ *Works to and demonstrates organisational values*
	+ *Enthusiastic, encouraging and is an ambassador for Rotherham and its people*
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| **5. General Requirement – job advert** |
| Able to work flexibly, including any service specific hours |
| Able to travel to various locations throughout the Borough within a reasonable timescale |
| Good attendance record in current/previous employment (not including absences resulting from disability) |
| **NB:** Health and attendance criteria will only be assessed following an offer of appointment. (Equality Act 2010) |
| **6. Statements Applicable to all Jobs – job advert** |
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| **All duties and responsibilities** should be carried out in accordance with agreed Council policy and procedures, in particular those relating to: Environmental; Health and Safety; Equal Opportunities; Risk Management; Data Protection; Safeguarding and Financial Regulations. |
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| **Safeguarding** is everyone’s business. All Council employees, elected members, contractors and volunteers share a responsibility, both corporately and individually, to ensure that every person is treated with dignity and respect and protected from others who may abuse them. We have a duty of care to safeguard and promote the welfare of children, young people and adults, and must raise any concerns without delay. |
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| **Emergency Planning** All employees will be required to undertake emergency planning duties commensurate with the grade of the post. |
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| **The job profile** is an outline only and may vary from time to time without changing the character of the job or level of responsibility. The post holder must be flexible to meet the operational needs of the Council. |
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| **The person profile** covers key areas of experience, knowledge, skills etc. Methods of assessment other than interview may be used (as appropriate to the job) to assess what a candidate can do and how they act in a specific area or situation. These include: ability test; work-related task; occupational personality questionnaire and presentation. Where this is the case, shortlisted candidates will receive details in advance of the selection process. |
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| **The One Rotherham Values and the Employee Expectations** outlined in the person profile are the minimum standards of behaviours required for working at Rotherham MBC in any post and are assessed as part of the selection process. *They are not required to be addressed in the application form.* |
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| **This job and person profile** has been prepared in accordance with the requirements of the Council’s Equal Opportunities in Employment Policy. We undertake to make any “reasonable adjustments” to a job or workplace to counteract any disadvantages a disabled person may have. Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview. In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool. |