

## Job description

### **Adoption Support Worker**

**Hours:** 36 hours per week

**Grade:** 2 Point 16-19

**Service:** Adoption, Yorkshire

**Reports to:** Head of Services

### **Principal Accountabilities:**

1. Ensure that appropriate advice, information and guidance is provided to birth relatives and adopted adults.
2. Assist and support adoptive families by providing guidance on communication with their children, how to handle difficult conversations and supporting with difficult experiences
3. Provide direct emotional support to service users who are losing children to adoption
4. Contribute, or collaborate with the running of groups to support current birth parents
5. Compile summaries of adoption records for sharing with adopted adults or descendants of deceased adopted adults
6. Build and maintain positive and effective professional relationships with service users, local authorities and partner agencies as part of a multi-agency approach.
7. Contribute to monitoring reports as required for senior workers
8. Maintain and keep files to date, for both paper and electronic case recordings
9. Provide advice and information on the Adoption Contact Register
10. Promote the service provision by liaising with colleagues, the local authority and partner agencies
11. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - a. Being people focused
  - b. Reflecting a 'can do' approach
  - c. Striving for excellence in everything we do
  - d. Having mutual respect for everyone we work with, work for and support through our services
12. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.

13. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
14. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

## Person Specification

### Adoption Support Worker

1. Educated to NVQ Level 3 or Foundation Degree in a recognised, relevant field or work, health, social care, early years or equivalent and evidence of a commitment to continuing learning and professional development.
2. Experience in working directly with child/young people and vulnerable adults in a range of settings
3. Professional and up to date knowledge of adoption law and practice
4. Evidence of a sound understanding of how adoption and permanency can affect everyone involved, whether they are birth relatives, adopted children and adoptive parents, or adults who were adopted as children
5. Proven experience of safeguarding practice that complies with legislation
6. Ability to work collaboratively with a wide range of stakeholders e.g. local authorities and partner agencies
7. An understanding and professional approach and ability to respond sensitively to service users
8. Excellent communication skills, both verbal and written. This includes computer literacy and the ability to complete records and reports effectively and accurately
9. An ability to manage, organise and prioritise own workload, work independently and take initiative as part of a team
10. Willingness to act flexibly in order to meet the service needs
11. Able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - a. Being people focused
  - b. Reflecting a 'can do' approach
  - c. Striving for excellence in everything we do
  - d. Having mutual respect for everyone we work with, work for and support through our services