

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children Services

Job Ref Number: 04154

Service Area: Regulated - Adoption

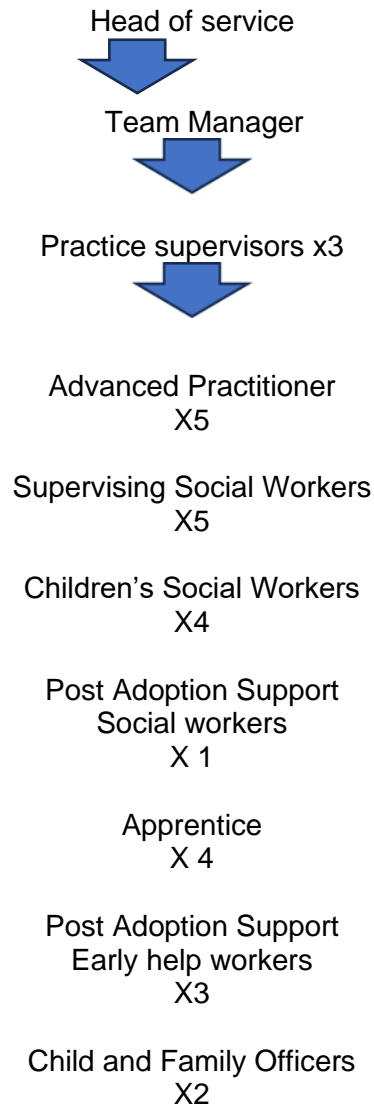
Grade: G6

Job Title: Children and Family Officer – Level 1

PURPOSE OF JOB:

To work as directed by the Practice Supervisor in providing a range of services to support, monitor and review the needs of children and their families.

STRUCTURE CHART:



MAIN DUTIES:	
1	To act as a key worker working within the adoption service supporting qualified social workers with all aspects of adoption work to contribute to the delivery of the adoption service.
2	To offer support to all who access the adoption service including adoptive parents, birth family members, adopted young people and those who wish to access their birth records.
3	To take the lead with administering and developing of the staying in touch agenda for the adoption service. This will include administering the letterbox scheme for birth family and adopted children and families as well as being involved in face to face meetings. This will require a range of skills to manage this sensitive area of work supporting those who have been affected by adoption. Responding to queries from other agencies other professionals and the completion of referrals to access resources from other agencies.
4	<p>To support with the development and the delivery of projects and work streams that will further improve the work of the adoption service.</p> <p>To assist with the running and administration of all post order services and arranging and reviewing therapeutic interventions for adopted young people.</p>
5	<p>To work in partnership with carers/parents/agencies to ensure service users are safe and protected.</p> <p>To work collaboratively with colleagues and partner agencies to support the adoption service.</p> <p>To liaise with other agencies to ensure that those wishing to access their birth records receive a swift and high quality service.</p>
6	Participate in learning and development as required by the Practice Supervisor. Understand the usefulness of performance information and to ensure the completion of the appropriate paperwork to capture such information accurately.
7	<p>The post holder is required to work alongside colleagues and service users, including those with lived experience of adoption, including birth families, adopted people and their families which will require creativity, flexibility and innovation.</p> <p>The post holder will be aware of universal resources as well as Directorate resources and access these resources</p> <p>To support with and contribute to the development and the delivery of projects and work streams that will further improve the work of the adoption service.</p>
8	<p>The post holder will have direct contact with service users and their families. The post holder will be required to represent the Directorate in multi-agency meetings, engage with other professionals, with voluntary agencies and work with partner agencies.</p> <p>The post holder will have telephone contact with service user, parents/carers or professionals who are making enquiries,</p> <p>The post holder will be responsible for coordinating and if appropriate chairing meetings.</p>
9	<p>The post holder may have to work out of hours with the agreement of the line manager in order to meet the needs of service users.</p> <p>To attend occasional community and recruitment events and adoption activity days that are sometimes held at a weekend.</p>

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
The post holder is required to have 3 years experience working with services users and carers in a social care or equivalent setting.	A	X	
The post holder will have an awareness of the health/attachment/social care needs of children and their families.	A I	X	
The post holder will be required to be competent in Information Technology.	A I	X	
The post holder will be prepared to utilize training opportunities offered.	A I	X	
The post holder will have excellent interpersonal skills and be able to manage sometimes challenging and difficult conversations.	A I	X	
Knowledge of Children's services and adoption as a regulated service. Adoption regs, National Minimum Standards, LCC policies and procedures.	A I	X	
Calm and professional manner under pressure.	A I	X	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

