

Job Profile and Working for Stockport

Stockport
team
ambition
respect

Stockport

to keep the people of Stockport at the heart of what we do.

Team

to succeed as a team, collaborating with colleagues and partners.

Ambition

to drive things forward with ambition, creativity and confidence.

Respect

to value and respect our colleagues, partners and customers.

Our Council

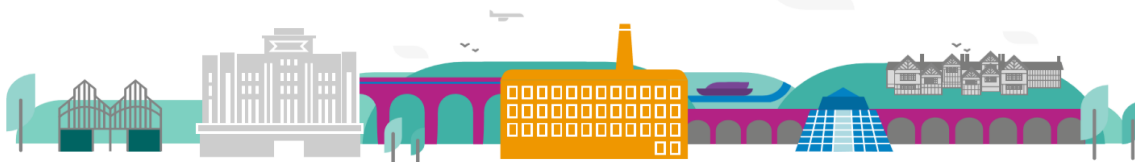
Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>



About the Job

Role:	Family Support Worker - letterbox
Service Area:	Adoption Counts
Directorate:	Services to People - Childrens
Salary Grade:	Scale 5

Main Purpose of the Job

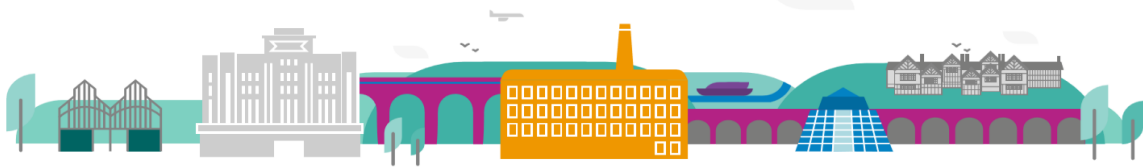
To support birth families and adopters to participate in direct / indirect contact through a Letterbox exchange , to promote the child's identity, across the Regional Adoption Agency area.

To provide direct work to children & their families in conjunction with the allocated Adoption Support social worker.

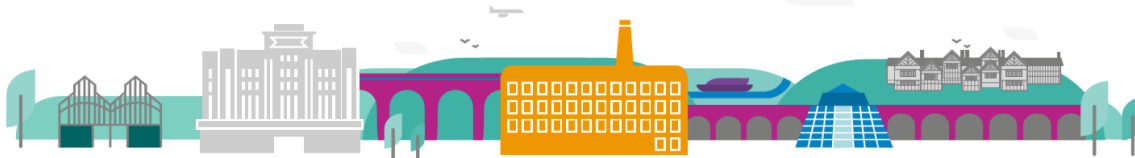
To support Birth families in understanding their role in promoting their child's identity when they have been adopted.

Key Responsibilities

- **Facilitating Letterbox contact**
 - To undertake work with birth families, adoptive parents & social workers to ensure appropriate indirect (letterbox) contact arrangements are set up in line with Adoption Counts Good Practice standards.
 - To review all letterbox exchanges and ensure they meet the standards.
 - To facilitate the transfer of information in a sensitive and secure manner within GDPR (data protection) requirements.
 - To offer advice and support to participants of the service to ensure exchanges are sensitive, appropriate and child focused.
- **Family Support**
 - To deliver a package of support to adoptive families as outlined in the adoption support plan or adoption support assessment in partnership with the allocated social worker.
 - To develop relationships with adopted children and their parents, to support the child's needs in relation to identity, belonging and security.



- To develop and co facilitate groups to support adoptive families.
- To work with the birth families to support them with their needs in respect of adoption.
- Liaise with other services and agencies to ensure the best support for adopted children, adoptive parents and birth families.
- **Meetings, developmental work**
 - To work as an enthusiastic and committed team member, contributing to the development of the Service.
 - To participate in adoption team meetings ,service meetings and any working groups deemed to be appropriate.
 - To participate in and deliver training for staff and adoptive applicants.
 - To participate in regional events as appropriate.
 - To contribute to administrative, monitoring and evaluation systems for the adoption service
- **General**
 - To participate in the development of the Council's services for children and young people
 - To promote good communication between the Regional adoption agency and other social work staff, other agencies and the local community in the interests of children and young people.
 - To prepare for and attend supervision sessions and staff meetings and make use of all available training and staff development opportunities.
 - To maintain appropriate timely records in line with the Recording Policy, and to produce reports as required.
 - To promote and use anti-discriminatory practice with due regard to religion, racial origin, culture, language, gender, sexual orientation and disability.
 - Any other duties requested by management commensurate with the grade and role of the post.
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people



on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.

- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

Additional Information

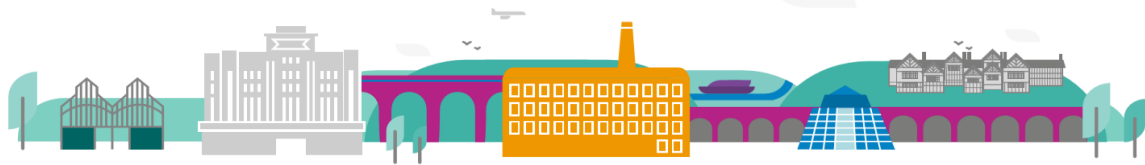
The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.
- NVQ level 3 or equivalent recognised childcare qualification
- Post qualification experience of working with children who have experienced trauma or neglect and their families/carers
- Evidence of joint working with other agencies or a willingness to do so.
- Some experience of working directly with children or a willingness to do so.
- Confidence in working with children and young people with challenging behaviours
- Knowledge of the additional needs relating to children who are adopted
- Knowledge of human growth and development, attachment and the impact of early trauma.
- Ability to contribute to assessment of needs
- Understanding of child protection and safeguarding issues to promote the welfare of the child at all times.
- Ability to work across agency boundaries in pursuit of common goals.



- Understanding of the impact of adoption on all members of the “Adoption Triangle” including birth families
- Commitment to delivering high quality training, participate in information events , groups etc
- Effective verbal and written communications skills
- To effectively use IT systems in relation to emails, case recording and accessing information.