

Your job

Job Title: Adoption Support Worker

Service: Together for Adoption, Adoption Support

Grade: G6

Reporting to: Principal/Practice Manager

The new post holder will work with children and families across the Together for Adoption Regional footprint in the Adoption Support team. You will provide a flexible range of services, although your primary focus will be facilitating the post adoption contact service (PACS), known as the Keeping Connections service. Currently, the PACS service manages the indirect exchange of letters between adoptive and birth families, ensuring records are kept up to date, setting up new PACS agreements, supporting and building positive relationships with adopters and birth families.

You will also be part of a duty rota which triages calls and assesses the direction of the support needed. You will be required to deliver and co-facilitate therapeutically informed workshops, therapeutic based groups for adopted children, other additional training programmes which are subject specific as required, and adoption events. Due to the nature of the role, there will be occasional out of hours work.

You will need to build strong working relationships with partner agencies to best represent the Regional Adoption Agency and support children who have adoption plans.

Post is subject to an enhanced DBS check.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance

in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will need:

- To facilitate the post adoption contact service within the Agency policies and procedures
- To deliver training to Adopters both pre and post approval.
- To undertake the responsibilities of the role
- To support children, young people and their families where adoption support issues have been identified to maintain placement stability and prevent family breakdown.
- To complete risk assessments as necessary.
- To deliver appropriate services to meet need
- To undertake child protection duties as directed by the Practice/Principal Manager

On an ongoing basis you will:

- Facilitate and/or deliver a range of support activities to children, young people and their families
- Act as a duty officer to deliver advice, guidance and signposting
- Undertake the agreed programme of work in a variety of settings, which will include the RAA footprint/workplace, the local community, other establishments and the families, and /or the young people's own home.
- Keep up-to-date, accurate records of the work undertaken with children, young people and their families. This may include the writing up of assessment reports for the referring agency.
- Attend, participate and contribute to multi disciplinary meetings, reviews and case conferences, by way of verbal contribution and the

presentation of reports, and to identify and support any presenting adoption support needs

- Provide written reports, attend and give evidence in court as and when required.
- Have the necessary skills and ability to formulate, assess and implement programmes of direct work with children and families.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules
- Support the Modernising Adoption 'agenda for change' principles as the role evolves

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Hold the relevant NVQ level 3 qualification or equivalent.
- In depth experience of working with children, young people and their families.
- In depth knowledge of Previously Looked After Children, Adoption and Permanence
- A willingness to undertake further training, including induction.
- Knowledge and understanding of equality, diversity and community cohesion.
- An ability to assess the needs of children, young people and their parent/carers and to formulate and deliver appropriate packages of support.
- The ability to build positive relationships with children, young people and their families.
- The ability to assist and lead in areas of team and service development
- Ability to use a range of techniques when working with children, young people and families to meet specific needs.
- Ability to use own initiative in challenging situations and coping skills to deal with potentially stressful and varied workload.
- To provide such a service within the agreed policies and procedures of the service.

- To have a full driving licence and to be able to travel across the 5 partner Local Authority boroughs.
- To be supervised for professional purposes by the Principal or Practice Manager.
- To fulfil the service's expectations in terms of record keeping and administration.
- To participate in staff/team meetings and activities as and when required.
- To participate in a staff performance review scheme if appointed below salary spinal column point 30.
- To contribute to the overall development of services for children and their families.
- Actively promote anti-racist service delivery practice.
- Actively promote children's rights and in particular the United Nations Convention on the Rights of the Child.
- To continue personal development in the relevant area
- To participate in the staff review and development (appraisal) process.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”