

## Job Description



### Social Services Department

**Post Title**                      **Social Worker – Childrens Services – (SEWAS)**

**Post Number**            **BG09112**                      **Grade**    **8**

**Base**                      **Agile Worker /**  
                                 **Mamhilad**                      **Hours of Work**    **37**

**Car User**  
**Allowance**                                      **Disclosure**                      **Enhanced**

**Contact**                      **Jane Turp**  
                                 **01495 369490**                      **Updated**                      **3.4.25**

**Politically**  
**restricted**                      ☒ **No**                      ☐ **Yes \***

\* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

### Principal Job Purpose

Responsible to:                      Team Manager

Responsible for:                      Providing a service to all persons affected by adoption including prospective adopters, children who may be adopted, birth families, adoptive families and adopted adults.

Contributing to the development and provision of the adoption service, in accordance with adoption legislation, regulations, guidance, national standards and departmental policies.

## **Principal Accountabilities**

1. To be flexible and undertake, as directed, elements of the range of adoption work including:
  - Arranging the matching and placing of children with adoptive families.
  - Facilitate Understanding the Child Days ( information sharing days ) in a multi-agency forum
  - Presenting assessment reports of prospective adopters to adoption panel.
  - Working together with a child's social worker where adoption is identified as part of the plan, ensuring that permanency is achieved as soon as possible.
  - Preparing clear, concise and relevant reports for a variety of audiences including court and attending those meetings as necessary to present those reports.
  - Assessing need and developing and delivering a range of support services for all those whose lives are affected by adoption.
  - Complete preparation work for children moving to adoption
  - Complete direct with children in the early days of adoption placement
  - Contribute to a best practice approach to transitions for all children placed for adoption
  - Contribute to the completion and implementation of a best practice guide framework and approach to contact for adopted children with siblings and birth family
  - Contribute to development and implementation of services to adopted young people
  - Providing counselling and support to birth relatives through the adoption process
  - Access summarising and sharing information for adopted adults
  - Facilitate support groups for all those affected by adoption
  - Facilitating the exchange of post adoption letterbox contact
2. To contribute to the development and implementation of training programmes, group work, support groups and events.
3. To participate in supervision and to take responsibility for your own continuing professional development.
4. To effectively manage a caseload and maintain accurate up to date case recording and other records of work in compliance with departmental policy and legislation.
5. To communicate effectively and establish and maintain effective working relationships with service users, colleagues and other professionals/agencies.
6. To work effectively as part of a team and contribute to the development of the service including participating in team and service meetings, working groups and departmental and inter agency meetings as necessary.

7. To comply with SEWSCB and departmental safeguarding procedures and practices.
8. To work in accordance with all corporate policies and procedures
9. To ensure commitment to anti-discriminatory practice, respecting the rights and beliefs of individuals.
10. To respond to situations that require immediate action as directed by your Team Manager or Senior Practitioner.
11. To undertake any duties appropriate to the grade and role, as directed by the Director of Social Services.

## 1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Diploma in social work or equivalent	Essential	X			
Post-Qualifying Award	Desirable	X			
Registered as a Social Worker with Social Care Wales	Essential	X			
<b>Other experience</b>					
Post qualifying experience in child care social work and experience of adoption work.	Desirable	X			
<b>Knowledge/Skills</b>					
Ability to prioritise work and make decisions as appropriate on competing demands	Desirable		X		
Knowledge of current legislation and other statutory instruments in relation to Children's Services.	Essential		X		
Knowledge and understanding of current research and good practice in childcare, adoption and permanency including child development and attachment issues and the needs of children who have been impacted by trauma.	Essential		X		
Knowledge of adoption support services including services for adoptive families, adopted adults and birth families	Desirable		X		
Ability to maintain accurate records in accordance with Directorate Policy.	Essential	X			
Ability to work to time scales	Essential	X			
Knowledge and understanding of safeguarding children practices and procedures	Essential	X			
Ability to undertake assessments and develop packages of support.	Essential		X		
Excellent communication and report writing skills for a variety of audiences	Essential	X	X		
To promote anti discriminatory practice.	Essential	X			
Negotiation and mediation skills.	Desirable	X			

A commitment to continuing professional development.	Essential	X			
Understanding confidentiality	Essential	X			
Ability to work independently as well as part of a team and wider service	Essential	X			
I.T. literate	Essential	X			
Ability to engage effectively with a range of professionals and agencies to promote partnership working.	Essential		X		
Knowledge and understanding of current research and good practice in childcare, adoption and permanency including child development and attachment issues and the needs of children who have been impacted by trauma.	Desirable		X		
Knowledge of therapeutic parenting	Desirable				
Knowledge of the effects of grief and loss	Desirable		X		
Knowledge of adoption support services including services for adoptive families, adopted adults and birth families	Desirable		X		
Experience of direct work with children	Desirable		X		

<b>2. Welsh Language Requirements (please select one of the following)</b>	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	X	X		X

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

<b>3. Special Requirements</b>	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Full UK driving licence	Essential	X			

#### 4. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Delivering the service</b>	Plans ahead, organises work in advance		✓		
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary		✓		
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Improvement &amp; Change</b>	Is prepared to try new things & feed back results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Providing Excellent Customer Service</b>	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues		✓		
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Team Working</b>	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
<b>Communicating</b>	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others		✓		
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation		✓		