

**Job Description**

<b>Job Title:</b>	<b>Business Support (Administrator) – Post Approval and Domestic Adoption Teams</b>
<b>Service:</b>	CoramIAC
<b>Reporting to:</b>	Team Manager
<b>Salary Range:</b>	£23,933 per annum
<b>Work Pattern:</b>	Full Time
<b>Contract Type</b>	Permanent

**Purpose of the Role:**

Working alongside three post approval adoption caseworkers responsible for providing administrative support for the Post Approval Team you will provide effective and efficient administrative and business support for the Post Approval and Domestic Adoption Teams.

Administration of all stages of the process after the agency's decision that prospective adopters are suitable to adopt in relations to either the overseas country or domestic adoption.

They will be responsible to the Head of Service, Post Approval Team Manager and Senior Social Workers. Internal relationships will be principally with case workers and Senior Business Support throughout the Agency.

They will have experience of administration ideally in a social care setting and should be computer literate.

**Main Duties & Responsibilities**

**For Post Approval and Domestic Adoption Teams:**

- Administration of all stages of the process after the agency's decision that prospective adopters are suitable to adopt i.e. collating and dispatching application documents to DfE and to overseas countries, reviews, matching and post placement/adoption reports;
- Administration of all stages of the process after prospective adopter's enquiry about and registration for inclusion in Coram IAC's country program services or parallel planning for domestic adoption;

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- Deal with related enquiries on a daily basis, answering telephone and emails;
- Promote positive working relationships with external agencies and Liaise with Local Authorities where indicated, e.g. regarding joint undertakings, matching and placement plans;
- Dealing with the updating of DBS's and medicals as required; Pursue statutory checks and personal references as directed by senior staff members
- Processing of invoices for applicants and local authorities as required;
- Maintaining a database record of the progress of applications after the agency decision and after placement, and produce statistical reports as requested;
- Maintaining filing systems on computer and hard copies of all post decision papers and correspondence;
- Providing cover for the other caseworkers in their absence.

### **Other Tasks:**

- Support other members of the administrative team from time to time, for example, preparing and dispatching reports for the agency, opening the external post if applicable and assisting with mail outs.

### **Domestic Adoption Team Specific:**

- Prepare and collate Prospective Adopter's papers for Local Authorities in advance of Matching Panels as required by the Domestic Adoption Team;
- Prepare full sets of panel papers, including review of Prospective Adopter Reports for completeness and accuracy upon receipt from Social Workers;
- Sending After Panel packs to Prospective Adopters;
  - Assist with archiving and disposal of paper files as required;
- Arrange for Adopters to attend I training courses.

### **Other:**

- To recognise and challenge all forms of discrimination and prejudice in the workplace.
- To treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity.



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- To maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.
- To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR).

### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.