

# Social Worker Job Description



Line manager: Team Manager

Direct reports: None

## Diversity Commitment

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PACT is a supportive and respectful place where people are passionate about making a positive difference to the lives of women, children and families from many different backgrounds. We continuously look to progress the ways in which we create families and bring people together and encourage applications from people across all communities. We are committed to ensuring that our people and our services reflect the diversity of the communities we serve and applications from people from under-represented groups are particularly welcomed.

## The Role

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The Social Worker's role is a pivotal one within the Adoption service and is key to ensuring PACT's professional practice continues to be delivered to a high standard.

You will manage the whole adoption process from initial information sharing meeting through to assessment, and then matching and placing children and providing generic post placement support.

## Key Tasks

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|-----------------------|--|
| <input type="radio"/> | To safeguard and protect vulnerable children and adults in accordance with PACT's policies and procedures at all times   |
| <input type="radio"/> | To take part in recruitment activities for prospective adopters for example information evenings, drop-in events   |
| <input type="radio"/> | To undertake initial information sharing meetings  |
| <input type="radio"/> | To help facilitate face to face and online training to adopters, including preparation training delivered to prospective adopters in stage 1   |
| <input type="radio"/> | To undertake evidence based, 'home study' assessments (PARs) which provide an analysis of the skills adopters can offer and present these to the Adoption panel  |
| <input type="radio"/> | To support families throughout the matching process and create adoption support packages to meet individual needs, recognising diversity and working closely with the Family and Children Therapeutic Support (FACTS) service and Post Placement Support team to ensure delivery |
| <input type="radio"/> | To produce good quality reports to court to support Adoption applications  |

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| <input type="radio"/> | To undertake individual pieces of work on behalf of local authorities such as non-agency adoption assessments and access to birth records  |
| <input type="radio"/> | To remain child focussed and ensure the voice of the child is heard  |
| <input type="radio"/> | To share practices with colleagues in the department which benefit service users and PACT  |
| <input type="radio"/> | To contribute to the development and evaluation of the service, including seeking user feedback and suggesting strategies for future practice  |
| <input type="radio"/> | To take full responsibility for identified areas of work, ensuring best practice is maintained   |
| <input type="radio"/> | To maintain applicants up to date case records on CHARMS database system and provide reports as required   |
| <input type="radio"/> | To support cases, whether allocated or otherwise as necessary  |
| <input type="radio"/> | To positively represent PACT when working with statutory and other voluntary agencies and in Court proceedings   |
| <input type="radio"/> | To maintain up to date knowledge and skills relating to adoption legislation and practice and maintain good knowledge of PACT's services   |
| <input type="radio"/> | To undertake any other duties deemed commensurate with this post as directed by the line manager   |
| <input type="radio"/> | To take responsibility for and be committed to personal and professional development and keep up to date with law, regulation, guidance, standards, practice, Government policy and research relating to all aspects of the work |
| <input type="radio"/> | To demonstrate and uphold PACT's commitment to equality, diversity and inclusion   |

### **Person specification**

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| <b>Essential Attributes</b> |  |
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| <input type="radio"/>       | A degree in Social Work or equivalent  |
| <input type="radio"/>       | Registered with Social Work England (SWE)  |
| <input type="radio"/>       | A minimum of 2 years post qualification experience in childcare social work  |
| <input type="radio"/>       | An understanding of child development and the impact on behaviour of interrupted development   |
| <input type="radio"/>       | Knowledge of working to UK legislation relating to work with children and families, adoption and permanence; including Children Act 1989, Adoption and Children Act 2002, Children Act 2004 and The Adoption Agency Regulations 2005 |
| <input type="radio"/>       | Demonstrates an understanding of the legal issues affecting adoption and permanence placements   |
| <input type="radio"/>       | Can produce clear, comprehensive, detailed reports of a high standard to strict deadlines  |
| <input type="radio"/>       | Excellent interpersonal and communication skills. Can engage effectively and build productive relationships at all levels across a range of internal colleagues, external stakeholders, and PACT's service users                     |
| <input type="radio"/>       | Demonstrates an understanding, commitment and enthusiasm of PACT and can positively promote our work to others   |

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|-----------------------|--|
| <input type="radio"/> | Can work autonomously and as part of a team, working towards individual and shared goals and objectives  |
| <input type="radio"/> | Delivers excellent customer service and strives to deliver to high professional standards  |
| <input type="radio"/> | Can think proactively, to evaluate services and suggest service developments to meet changing needs using effective listening skills   |
| <input type="radio"/> | Can respond flexibly to the requirements of the post and the needs of service users. Plans and balances priorities and co-ordinates activities, managing a varied workload to deadline |
| <input type="radio"/> | Can maintain accurate up to date database records  |
| <input type="radio"/> | Proficient in use of Microsoft Office: Outlook, Word, Excel, database systems and virtual tools: Teams and Zoom  |
| <input type="radio"/> | Fluent in written and spoken English   |
| <input type="radio"/> | Demonstrates a commitment to promoting equality and diversity in the workplace and throughout service delivery   |
| <input type="radio"/> | Can travel to service user or office locations as required for post  |

| <b>Desirable Attributes</b> |   |
|-----------------------------|---|
| <input type="radio"/>       | Previous experience of completing adoption assessments and recruiting families for adoption |
| <input type="radio"/>       | Experience of facilitating training events and/or presentation delivery                     |
| <input type="radio"/>       | Working knowledge of the CHARMS database, or similar  |
| <input type="radio"/>       | Full UK driver's license and access to own car  |

This is a full-time post based in our London office with hybrid flexible working arrangements. Occasional evening and weekend working is required.

*PACT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Anyone joining our team is subject to PACT's Safer Recruitment pre-appointment enquiries. These include the provision of documentation of the right to work in the UK, an Enhanced plus Barred Disclosure Barring Service (DBS) check, overseas police check where applicable and references covering a minimum 5 year period. All opportunities are based in the UK.*

# Senior Social Worker Job Description



Line manager: Team Manager

Direct reports: None

## Diversity Commitment

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## The Role

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The Senior Social Worker's role is a pivotal one within the Adoption service and is key to ensuring PACT's professional practice continues to be delivered to a high standard.

You will manage the whole adoption process from initial information sharing meeting through to assessment, and then matching and placing children and providing generic post placement support.

## Key Tasks

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|                       |  |
|-----------------------|--|
| <input type="radio"/> | To safeguard and protect vulnerable children and adults in accordance with PACT's policies and procedures at all times   |
| <input type="radio"/> | To take part in recruitment activities for prospective adopters for example information evenings, drop-in events   |
| <input type="radio"/> | To undertake initial information sharing meetings  |
| <input type="radio"/> | To help facilitate face to face and online training to adopters, including preparation training delivered to prospective adopters in stage 1   |
| <input type="radio"/> | To undertake evidence based, 'home study' assessments (PARs) which provide an analysis of the skills adopters can offer and present these to the Adoption panel  |
| <input type="radio"/> | To support families throughout the matching process and create adoption support packages to meet individual needs, recognising diversity and working closely with the Family and Children Therapeutic Support (FACTS) service and Post Placement Support team to ensure delivery |
| <input type="radio"/> | To produce good quality reports to court to support Adoption applications  |

|                       |  |
|-----------------------|--|
| <input type="radio"/> | To undertake individual pieces of work on behalf of local authorities such as non-agency adoption assessments and access to birth records  |
| <input type="radio"/> | To remain child focussed and ensure the voice of the child is heard  |
| <input type="radio"/> | To share practices with colleagues in the department which benefit service users and PACT  |
| <input type="radio"/> | To provide mentoring and coaching advice to Social Workers and Family Support Workers within the team to support others personal development   |
| <input type="radio"/> | To contribute to the development and evaluation of the service, including seeking user feedback and suggesting strategies for future practice  |
| <input type="radio"/> | To take full responsibility for identified areas of work, ensuring best practice is maintained   |
| <input type="radio"/> | To maintain applicants up to date case records on CHARMS database system and provide reports as required   |
| <input type="radio"/> | To support cases, whether allocated or otherwise as necessary  |
| <input type="radio"/> | To positively represent PACT when working with statutory and other voluntary agencies and in Court proceedings   |
| <input type="radio"/> | To maintain up to date knowledge and skills relating to adoption legislation and practice and maintain good knowledge of PACT's services   |
| <input type="radio"/> | To undertake any other duties deemed commensurate with this post as directed by the line manager   |
| <input type="radio"/> | To take responsibility for and be committed to personal and professional development and keep up to date with law, regulation, guidance, standards, practice, Government policy and research relating to all aspects of the work |
| <input type="radio"/> | To demonstrate and uphold PACT's commitment to equality, diversity and inclusion   |

### **Person specification**

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| <b>Essential Attributes</b> |  |
|-----------------------------|--|
| <input type="radio"/>       | A degree in Social Work or equivalent  |
| <input type="radio"/>       | Registered with Social Work England (SWE)  |
| <input type="radio"/>       | A minimum of 3 years post qualification experience in childcare social work, including direct experience of adoption work (enabling the writing or commissioning of reports under the Adoption and Children Act 2002 and the Restriction on the Preparation of Adoption Reports Regulations 2005, ARR) |
| <input type="radio"/>       | Previous experience of completing adoption assessments and recruiting families for adoption and/or family finding activity for children requiring permanence   |
| <input type="radio"/>       | An understanding of child development and the impact on behaviour of interrupted development   |
| <input type="radio"/>       | Knowledge of working to UK legislation relating to work with children and families, adoption and permanence; including Children Act 1989, Adoption and Children Act 2002, Children Act 2004 and The Adoption Agency Regulations 2005   |
| <input type="radio"/>       | Can produce clear, comprehensive, detailed reports of a high standard to strict deadlines  |

|                       |  |
|-----------------------|--|
| <input type="radio"/> | Excellent interpersonal and communication skills. Can engage effectively and build productive relationships at all levels across a range of internal colleagues, external stakeholders, and PACT's service users |
| <input type="radio"/> | Demonstrates an understanding, commitment and enthusiasm of PACT and can positively promote our work to others   |
| <input type="radio"/> | Can work autonomously and as part of a team, working towards individual and shared goals and objectives  |
| <input type="radio"/> | Can coach and mentor colleagues within team  |
| <input type="radio"/> | Delivers excellent customer service and strives to deliver to high professional standards  |
| <input type="radio"/> | Can think proactively, to evaluate services and suggest service developments to meet changing needs using effective listening skills   |
| <input type="radio"/> | Can respond flexibly to the requirements of the post and the needs of service users. Plans and balances priorities and co-ordinates activities, managing a varied workload to deadline                           |
| <input type="radio"/> | Can maintain accurate up to date database records  |
| <input type="radio"/> | Proficient in use of Microsoft Office: Outlook, Word, Excel, database systems and virtual tools: Teams and Zoom  |
| <input type="radio"/> | Fluent in written and spoken English   |
| <input type="radio"/> | Demonstrates a commitment to promoting equality and diversity in the workplace and throughout service delivery   |
| <input type="radio"/> | Can travel to service user or office locations as required for post  |

|                       | <b>Desirable Attributes</b>   |
|-----------------------|---|
| <input type="radio"/> | Practice Educator qualification   |
| <input type="radio"/> | Experience of facilitating training events and/or presentation delivery |
| <input type="radio"/> | Experience of mentoring colleagues or staff supervision                 |
| <input type="radio"/> | Working knowledge of the CHARMS database, or similar                    |
| <input type="radio"/> | Full UK driver's license and access to own car                          |

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