

## JOB DESCRIPTION



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<b>Job Title:</b>	ADOPTION PRACTITIONER
<b>Salary:</b>	Up to NJC Scale 41 for Child Care Award
<b>Accountable to:</b>	Social Work Team Manager

### PRIMARY PURPOSE OF THE JOB

To carry out work as required to enable the agency to provide a comprehensive adoption service.

In addition to the duties and responsibilities listed, the job holder is required to perform other duties assigned by the Chief Executive from time to time.

### KEY TASKS

1. Recruitment, preparation and assessment of families for children referred to the agency, including presentation of PARs at panel meetings.
2. Provide good liaison with care agencies in order to match suitable children with approved applicants and in co-operation with the placing agency to support the applicants both pre and post placement, including where necessary post adoption. To attend planning meetings, reviews and Court as necessary.
3. To offer advice and, where appropriate, counselling to birth parents and extended families, adoptive parents and extended families and adoptees.
4. To attend staff and team meetings and supervision with Team Manager. To participate in the Duty System.
5. To be a member of a team expanding its philosophy and its commitment in the field of adoption and permanency and to share in the agency's development plans. To comply with the agency's statutory obligations, including adoption and safeguarding of children.
6. At all times when carrying out principal responsibilities to maintain financial and budgetary awareness and ensure that operation management approval is obtained for any expenditure outside own delegated maximum.
7. To conform to the security measures of the Data Protection Act 1998 and to the safety of self and others in relation to the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and The Fire Safety Order 2005.
8. To share the agency's commitment to equal opportunities.
9. Undertake other work as directed up to and at a level commensurate with the principal accountabilities of the job.

Continued overleaf

### **Additional tasks according to time and special interests**

- a) Practice teacher tasks.
- b) Input to training events, within and outside the agency.
- c) Talks on behalf of the agency.
- d) Direct therapeutic work with children.
- e) To be involved in the letterbox system for post adoption information exchanges.
- f) To offer access to information for adult adoptees and a tracing and intermediary service for adopted people and birth relatives.
- g) To be involved in recruitment and advertising projects.
- h) Independent advice and support service to birth parents and relatives who face losing a child to adoption.
- i) Advice, assessment and support to people considering adopting a child from overseas.
- j) Non-agency adoptions, eg partner adoptions.
- k) Special projects on behalf of the agency.