**JOB DESCRIPTION**

1. **JOB DETAILS**

**SENIOR SOCIAL WORKER**

**Across Wales – Head office is in Cardiff**

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***Term of Post:*** Permanent

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***Salary and*  £**34, 016- £36,153

***Conditions:***

***Hours:*** 37 hours per week

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***Travel:*** Essential Car User

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***Accountable to:***

***Line Manager:*** Team Manager

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***Job Location:*** Covering all of Wales, Head office is Cardiff

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***Approved:***  January 2019

2. **THE ORGANISATION:**

St David’s Children Society is a registered and approved voluntary adoption agency covering the geographical region of Wales & Herefordshire. Its range of services include:-

          All services associated with its approved Adoption Agency status

3. **THE PURPOSE OF THE POST:**

To fulfil those objectives of St David’s Children Society, which relate to the provision of adoption services for children.   The post holder will be part of a team that aims to provide creative and forward thinking adoption services to meet the needs of children requiring adoption placements and support those children and their families pre and post adoption order

4. **RESPONSIBILITIES:**

***The principal responsibilities of the person performing this job are:***

       To work for the long term well-being of children referred to St David’s Children Society in accordance with the agency’s aims and objectives.

       To respect and preserve the confidentiality, both within and outside the organisation of all who use the services of St.David’s.

5. **KEY TASKS**:

***Your main duties are to:***

1.      Manage a caseload in accordance with statutory requirements which may include:

* Assessment of adoption applicants and to present such applications to the St.David’s adoption panel
* Facilitating the statutory linking and matching requirements for children in collaboration with Local Authority child care teams and staff working in the Regional Collaboratives.
* Providing on-going support to adoptive families both pre and post adoption
* Develop a detailed understanding of current adoption legislation and practice
* Offer support, advice to those affected by adoption including children and families post adoption order. Shared responsibility for implementing established monitoring programmes and taking an active lead in the evaluation of these responses.
* The above duties may, at key times, require flexible working over evening and weekends.

2.     Assist in the recruitment of families for children and participate in St.David’s recruitment campaigns.

3.Implement and monitor defined plans by introducing, placing and supervising children in placement within the role and remit defined and agreed with Local Authority partners.

1. Support and supervise placements pre and post adoption order.
2. Participate in planning meetings and assist in defining clear goals for children.

6.      Keep written records of casework and maintain statutory adoption reviews.

1. Work in collaboration with partners that make up the National Adoption service including child care teams, regional collaboratives , health and education
2. Participate in bi monthly group supervision sessions
3. Participate in and facilitate group meetings / workshops and other such means of training and support of adoptive parents.

1. Take personal responsibility for own professional development in order to ensure an ongoing understanding with developments in professional practice research and changes in legislation.

1. Undertake such duties and responsibilities that the development of this post may include.

6. **QUALIFICATIONS AND EXPERIENCE**:

The holder of this post will be professionally qualified in social work and have significant experience in child care practice in general and permanency placements in particular.  It is important that the post holder possesses such personal qualities and experience necessary to work confidently on their own whilst contributing to the confidence and performance of the team as a whole.  Further details are defined in the person specification.

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