



## Job Description

Job Title: Family Support Worker

Service Area: Adoption

POSCODE: HAY00741

Grade: H - Part time 0.7

### Overall Purpose of Role

This role is integral to ensuring that adoption placements are successful and that children and families receive the ongoing support they need. The Family Support Worker provides a bridge between the child's current care situation and their future within an adoptive family, ensuring that the transition is as smooth and supportive as possible

To work directly with children, fostering and prospective adoptive families, in partnership with multi agency colleagues to support the task of family finding for Northamptonshire Children's Trust's children who have a plan of adoption. Provide practical and emotional support to children and families throughout the adoption process, ensuring that children are matched with suitable adoptive families and that both children and families receive the guidance and assistance they need for a smooth transition to adoption.

The post will cover a designated area of work in the adoption service's family finding provision within Northamptonshire Children's Trust to provide support to children and their carers using a range of services including Fostering and Adoption Services and childcare teams.

The FSW will assist in the family finding process for children who are waiting to be adopted, working with the adoption team to generate and provide key pieces of digital material (videos, photos and art to create Family Finding profiles. Undertake direct work to children and families in the preparation for transitions and to work with multi agency colleagues in arranging Life Appreciation Days.

The job holder visits foster carer and adoptive parents' homes, attends meetings and reviews with professionals within the organisation and external to it.

Cases are allocated by the team and practice manager from the Adoption team, on referral by Family Finding social workers who are family finding for a child with a plan for adoption.

The job holder may be required to work out of office hours in the evening and weekends, to ensure the needs of children and families are met.

We deliver child focused Family Finding services and children's needs dictate the process to ensure the welfare of children is safeguarded and carers are supported in providing the right care and are able to protect children in their care from harm.

## Main Accountabilities

1	Manage specific areas of work, allocated by the team and practice manager, and liaise with and involve professionals and appropriate staff in supporting children with a plan for adoption and their carers in the Family Finding process.
2	Team orientated and able to work collaboratively to attend planning reviews, meetings and visits with colleagues and relevant professional staff as necessary. Assist in the analysis of requirements and to plan appropriate Family Finding tasks to ensure the right matches are secured and progressed within timescales for children with a plan for adoption.
3	Offer direct support to children in care with a plan for adoption, preparing them for adoption by providing them with age-appropriate information and addressing their emotional and practical needs. Refer cases to the appropriate service, or undertake direct work with their carers in order to fulfil the obligations of the Northamptonshire Children's Trust in providing services for children and foster/adoptive families with particular needs
4	Generate and provide key pieces of digital material (videos, photos and art) to create Family Finding profiles and managing them on Linkmaker. Undertake direct work to children and families in the preparation for transitions and to work with multi agency colleagues in arranging Life Appreciation Days.
5	Maintain accurate and up-to-date case records on CHARMS in line with legal and regulatory requirements. Organisational skills and attention to detail in maintaining accurate records of appointments, contact and case documentation.  To work within the Adoption service's policies and procedures.
6	To monitor and observe the plan of work in operation for service users and to provide assistance to social work colleagues in the planning and evaluation of the work undertaken on their behalf, carrying out corporate parenting activities for children with a plan for adoption.
7	To develop own knowledge and skills base, develop good working relationships with professionals and agencies, challenge the provision of other services for the benefits of service users and enable successful partnership working within a climate of mutual respect.

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

## Person Specification

### Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
Educated to GCSE level or equivalent		<b>Essential</b>
A relevant qualification in child development or a related field		<b>Desirable</b>

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
<b>Knowledge:</b>		
Able to demonstrate	Basic IT skills, able to use Word and Excel to produce reports, carry out correspondences and keep accurate records	Essential
Able to demonstrate	Awareness of current legislation relating to the job such as the Children Act, Adoption and Children Act, Every Child Matters, Public Law and Human Rights, Health and Safety legislation	Essential
<b>Skills:</b>		
	Strong communication skills and the ability to work sensitively and professionally with children, families, and professionals.	
Able to demonstrate	Assessment and analytical skills	Essential
	Good verbal, written and communication skills	Essential
	Good organisational skills and attention to detail.	Essential
<b>Experience:</b>		
	Experience of working within the field of family support or in a similar role working with children and families	Essential

### Disclosure Level

**What DBS Level is required for this post?**

None	<input type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input checked="" type="checkbox"/>
Enhanced Child/Adult Bar	<input type="checkbox"/>

### Working Arrangements

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)

Fixed	<input type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input checked="" type="checkbox"/>
Home	<input type="checkbox"/>