CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Adoption Team

Position Title:	**Social Worker**
Position Number:	**CHL5133**
JE Code:	**HAYCSS034**
Service:	**Children's Services**
Location/Work Base:	**North Powys - Newtown or Welshpool**

this is an on-the-go based worker position, which means that whilst the post holder will be required to attend a specific base of work they will work across the county at various locations for the majority of their time

Grade:	**Grade 11** **Point 30 to Point 32** **£42,123 to £44,253 per annum pro rata** **£21.83 to £22.93 per hour**
Contracted hours:	**22.2 hours, Permanent**
Reporting to:	**Team Manager**
Responsible for:	**None**

Summary -

About the role:

As an adoption social worker, you will be assessing perspective adoptive parents, family finding for children in need of an adoption placement and providing adoption support to birth families, adoptive families and children.

About you:

- An awareness of the adoption process - Experience in carrying out assessments to a high standard - Flexibility, an ability to be organised and work to deadlines - Work within a team, providing support when needed - A passion and interest for supporting the best outcomes for children

What you will do:

Initially meet and if appropriate, assess perspective adoptive parent(s)
- Complete assessments and present at meetings

Family find for children in need of an adoptive placement by working with other practitioners and using resources to secure placements in a timely manner
Attend meetings integral to children and their families
Provide post adoption support as part of the wider team
Work as part of the wider adoption collaborative

If you have any questions about the role, please contact:
Louise Rees
recruitment@powys.gov.uk

Your responsibilities will be:

Social Workers are one group of staff within the social care sector. It is principally through Social Workers that Local Authorities meet their statutory obligations under the Social Services and Well-being (Wales) Act 2014 and others.

The overall purpose of the Social Work role within Children's Services is to assess, risk assess and provide a service to children and their families, where possible maintaining children in their families. In situations where risk cannot be managed, to develop plans which keep children safe and able to achieve their full potential. In doing this, the Social Worker must adhere to the relevant legislation and regulation, as well as Powys County Council Policies and Procedures.

To provide a social work service to individual children and young people with a view to keeping them safe and enabling them to achieve to their fullest potential within a setting that provides legal permanence.

To work as part of a team, undertaking tasks on a duty rotational basis, and providing cover for absent colleagues.

To foster and maintain good working relationships with colleagues and partners that enable the team to work effectively.

To identify risk issues in relation to the circumstances of individual children, and to ensure that there is safeguarding in place in order to minimise risk.

- Ensure that the needs of individuals and their carers are assessed holistically, packages of care negotiated, monitored and reviewed.

- Risks to individuals and others are assessed and balanced in a way that promotes independence of service users and their carers.

    - Decisions about allocating scarce resources are made.
    - Equal opportunity and respect for diversity and difference is promoted.
    - Social inclusion of isolated and vulnerable people is promoted.
    - Abuse of vulnerable adults and children is investigated.
    - Collaboration and multi-disciplinary working with other agencies is strengthened.
    - Accountability for their actions through effective, accurate recording of decisions.

- <u>Enabling access to Social Services</u>

- Engaging in a structured discussion with those making initial enquiry of the service and evaluating any information given.
- Giving information, advice and/ or signposting to other services.
- Applying service threshold criteria to make a judgement on whether a referral is appropriate.
- Evaluating urgency of response required to a referral and ensure that issues that may constitute significant risk of harm are immediately escalated to the Team Manager.
- Prioritising referrals.
- Making initial enquiries e.g. other agencies, contacts.
- Accurately and fully recording referral information in accordance with departmental procedures.
- Ensuring the timely transfer of referral information in accordance with departmental procedures and time scales.
- Safeguarding the welfare of a vulnerable person at immediate risk of harm.

- <u>Assessment of need</u>

  - Evaluating the nature of possible needs based on referral information and previous records.
  - Making enquiries e.g. interagency contact.
  - Safeguarding the welfare of a vulnerable person at risk of harm.
  - Making arrangements for an appointment and/ or visit for assessment in a timely way
  - Engaging in direct work with service user and carer/s to carry out an assessment.
  - Develop sound relationships with service users that enables the understanding of their views and their full involvement in the development of plans.
  - Ensure that significant risk issues that cannot immediately be managed by the implementation of a plan are escalated to the Team Manager for further consideration.
  - Undertake investigations under s47 of Children Act 1989 (Wales) and to put in place plans in order to manage the outcome of those investigations
  - In working with service users and carers, Social Workers seek to enhance their problem solving capacities in a way that support maximum independence and choice.
  - Agreeing the range of needs with service users and carer/s.
  - Considering with service users and carers options to best meet agreed needs and assist in making informed decisions.
  - Adopting a creative and holistic approach whilst exploring options.
  - Seeking to maximise the financial and material resources available to service users from all possible sources.
  - Recording unmet need.
  - Collating the findings of the assessment and completing assessment documentation in accordance with statutory guidance, legislation and departmental procedures and timescales.
  - Preparing court and other specialist reports in the required format.
  - Ensuring the case file recording is completed in accordance with departmental policy and procedures.

- Convening and/or attending interagency meetings/ liaison e,g, case conferences.

- Planning and managing care

  - Agreeing desired outcomes with the service user and carer/s.
  - Agreeing range of services to meet needs with service user and carer/s.
  - Obtaining managerial agreement to plan, and recording this on WCCIS.
  - Agreeing resources with service providers to meet needs.
  - Recording and disseminating the Care and Support plan or Pathway Plan in accordance with statutory requirements, legislation and departmental procedures.
  - Completing commissioning/ contracting documentation in accordance with departmental policy and timescales.
  - Ensuring that electronically held records are completed and/ or updated in a timely way and in accordance with departmental policy and procedures.
  - Convening and/ or attending interagency meetings/ liaison e.g. case conferences, planning meetings, Legal Planning Meetings, Looked After Child reviews.
  - Participating in statutory processes and visits to promote and protect the well being of vulnerable children and/ or adults, and doing this within the required timescales.
  - As well as managing care on an individual casework basis, having an important role to play both directly and indirectly in shaping services.
  - Ensure that a permanence plan is actively considered at an early stage and continually until a clear permanence plan is arrived at and agreed.
  - To ensure that issues such as Child Sexual Exploitation, Modern Day Slavery and any other relevant issues are kept under constant review in relation to individual children to ensure that plans can be put in place to manage any arising issues.
  - To convene and chair regular multi-agency meetings to review plans for children and ensure that they are effective in reducing risk and improving the child's circumstances.
  - To take part in an effective transfer process to include a verbal discussion, to move case responsibility to another team.
  - Undertake assessments of Connected Persons in respect of Regulation 26 or a possible Special Guardianship Order application.

- Monitoring and reviewing provision

  - Liaising with other professionals and contacts to ensure continuing appropriateness of the care plan.
  - In the event that the plan is not making a difference, to actively consider further steps in order to ensure that there is no drift and delay for the child

  - Engaging directly with service user and carer/s to update assessment of need.
  - Ensuring that case file recording is completed in accordance with departmental policy and procedures.
  - Arranging and co – ordinating review of the Care and Support Plan or Pathway Plan.
  - Engaging directly with service user/ families/ carers/ in the review of the Care and Support or Pathway Plan and agreeing changes where necessary.

- Negotiating and agreeing changes to the plan with providers and other agencies involved.
- Completing review documentation in accordance with departmental policy and time scales.
- Ensuring that case file recording is completed in accordance with departmental policy and procedures.
- Ensuring that service users are aware of complaints procedures and the Active Advocacy Offer.
- To encourage the active participation of children and young people in their statutory Looked After review, or in Core Groups.
- Ensure that all plans and case recordings are reflective of the views and feelings of this child or young person.
- Contribute to the professional development of others by acting as an on site supervisor or assessor for students undertaking professional training.

- <u>Managing workload</u>

  - Timely administration of all aspects of caseload to ensure that the recorded caseload fairly reflects work done.
  - Preparing for and engaging in professional supervision with Line Manager.
  - Establishing and maintaining good working relationships with colleagues.
  - Identifying and addressing areas for professional development and training.
  - To work flexible hours, within reason, and according to the needs of the service.
  - To comply with the appropriate health and safety policies, promote safe practice and manage risk at work.
- <u>Maintaining professional development</u>

  - Demonstration of Continual Professional Development including meeting the requirements of the Care Council for Wales for continued registration as a Social Worker.
  - To ensure that registration as a Social Worker under Social Care Wales remains current and up to date
  - Share skills and knowledge with colleagues in other specialisms.

DBS:

Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with children.

Health and Safety Statement:

To co-operate with their employer and follow health and safety advice and instructions

Equalities Statement:

To abide by the principles and practice of equality of opportunity as laid down in the Council's Equalities Policy

Welsh Language Requirement

Welsh language skills are desirable

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

Essential

- Post qualifying experience.
- Experience of undertaking assessments of needs and identifying risks.

Knowledge

Essential

- Understanding of the needs of service users.
- Knowledge of current legislation, national guidance and best practice relevant to the post.
- Knowledge of social care needs of children and families.

Qualifications and Training

Essential

- Appropriate social work qualification (i.e. Degree in Social Work, DipSW or equivalent).
- Registration as Social Worker with Social Care Wales

Skills

Essential

- Good communication skills, written and verbal.
- Good IT skills.
- Ability to organise, prioritise and manage a caseload.
- Ability to demonstrate a commitment to equal opportunities and no-discriminatory practice.
- Commitment to the principle of confidentiality.
- Must have knowledge and commitment to the principles of social care as embodied in relevant legislation.

Other Requirements

Essential

- Current driving licence and ability to travel extensively around the county.

Recruiting manager: Cath Hogan
November 2018

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

Next steps

The closing date for applications is 22/11/2026
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 23/11/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 04/12/2026

We wish you luck with your application.