



## **Child & Family Support Worker (Adoption Support)**

**Salary:** Band 7, £31,067 to £35,235 per annum

**Contract:** Permanent

**Hours:** Full time (37 hours per week), exact times can be discussed at interview

You will be employed by Portsmouth City Council, but working with Adopt South, the regional adoption agency for Southampton, Portsmouth, Hampshire and Isle of Wight Councils.

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment, to improve outcomes for children.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children's Board safer recruitment procedures.

### **What is the role?**

You will:

- Work as part of our team supporting adoptive children and their families
- Support and manage the delivery of therapy provisions to children and families. To include liaising with providers, submitting necessary paperwork to the Adoption Support and Special Guardianship Support Fund, holding initial meetings between providers and families and chairing therapy review meetings
- Supporting ways to gain the child's voice and ensuring their views are heard during therapy review meetings
- Use interpersonal skills to communicate effectively with adoptive families and build positive and supportive rapport with all.
- Offer support and guidance, and work in a professional manner with adopters, families, and professionals to establish mutual trust and understanding and ensure services provided meet the identified need.
- Answer queries, advise and support adoptive families in regard to their current needs.
- Support a duty rota.
- Work flexibly to meet the needs of the service, working family events including evening and weekends.
- Play a role in the delivery of our regular webinars, training sessions and workshops.
- Set up and record communication on case records.



- Process and accurately record relevant safeguarding checks undertaken for the purpose of assessment.
- Take appropriate action to safeguard children and adults.
- Make appropriate use of computerised case recording systems to effectively contribute to profession case management and comply with current legislation and departmental policies and procedures.
- Have a sound knowledge of child development and the impact of childhood trauma.
- Deal with potential verbal abuse and/or aggression from service users.

This role is based in Glen House in Southampton and involves travel to various locations for meetings across Hampshire, Southampton, Portsmouth and the Isle of Wight. It is an office-based role.

Adopt South are committed to offering the best possible experience to families. As a result, staff are expected to meet the needs of the service and on occasion be able to offer appointments to families in the evening, delivering training and supporting family events on Saturdays and some evenings.

The role requires infrequent manual handling of objects up to 15kg, use of Display Screen Equipment.

### **Who is the person?**

You will:

- Have a high level of computer / literacy skills.
- Be able to present information both verbally and in writing, including good report writing skills.
- Have good record keeping and organisation skills.
- Be able to communicate with a wide range of people, in a wide range of situations and built effective working relationships.
- Be able to work sensitively and in an inclusive /non-discriminatory manner.
- Be able to work flexibly.
- Have experience of dealing effectively with difficult inter-personal situations.
- Have a Level 3 qualification (preferred).

**You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.**

### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).



Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.