

# Social Worker Birth Relatives Service Job Description



Line manager: Team Manager

Direct reports: None

## **Diversity Commitment**

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PACT is a supportive and respectful place where people are passionate about making a positive difference to the lives of women, children and families from many different backgrounds. We continuously look to progress the ways in which we create families and bring people together and encourage applications from people across all communities. We are committed to ensuring that our people and our services reflect the diversity of the communities we serve and applications from people from under-represented groups are particularly welcomed.

## **The Role**

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The Social Worker's role is a pivotal one within the Adoption service and is key to ensuring PACT's professional practice continues to be delivered to a high standard.

The Social Worker will provide an independent service to birth relatives whose children have a plan for adoption or have been adopted. This role will be to provide support through individual sessions, support groups and supporting relatives meeting the adopters for their children on behalf of Buckinghamshire Council.

## **Key Tasks**

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<input type="radio"/>	To safeguard and protect vulnerable children and adults in accordance with PACT's policies and procedures at all times
<input type="radio"/>	To offer support, advice, counselling and literature relating to the effect and implications of adoption to birth relatives, now and in the future
<input type="radio"/>	To offer trauma-informed, respectful, and empathetic, support to birth relatives and acknowledgement to the lifelong impact of the removal or consensual adoption of a child
<input type="radio"/>	To enable birth relatives to understand the legal changes when an Adoption Order is made; whether they are consenting, or the child is subject to a Placement Order
<input type="radio"/>	To help the birth relative to understand the benefits to the child of having some form of contact with their birth family

○	To support the birth relative with meeting their child's adoptive parents
○	To work closely with the teams in Buckinghamshire Council, working regularly from their offices and attending Buckinghamshire council team meetings on a 6 monthly basis to give information to the teams about the service
○	To co-facilitate a monthly drop –in group for birth relatives
○	To provide quarterly reports to Buckinghamshire council on the service
○	To feedback to the judiciary and other professionals involved in adoption planning for children, the voice of birth relatives
○	To remain child focussed and ensure the voice of the child is heard
○	To share practices with colleagues in the department which benefit service users and PACT
○	To contribute to the development and evaluation of the service, including seeking user feedback and suggesting strategies for future practice
○	To take full responsibility for identified areas of work, ensuring best practice is maintained
○	To maintain applicants up to date case records on CHARMS database system and provide reports as required
○	To positively represent PACT when working with statutory and other voluntary agencies and in Court proceedings
○	To maintain up to date knowledge and skills relating to adoption legislation and practice and maintain good knowledge of PACT's services
○	To undertake any other duties deemed commensurate with this post as directed by the line manager
○	To take responsibility for and be committed to personal and professional development and keep up to date with law, regulation, guidance, standards, practice, Government policy and research relating to all aspects of the work
○	To demonstrate and uphold PACT's commitment to equality, diversity and inclusion

## Person specification

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<b>Essential Attributes</b>	
<input type="radio"/>	A degree in Social Work or equivalent
<input type="radio"/>	Registered with Social Work England (SWE)
<input type="radio"/>	A minimum of 2 years post qualification experience in childcare social work
<input type="radio"/>	An understanding of the lifelong impact of trauma and loss
<input type="radio"/>	Experience of professional work with children or adults who have been affected by trauma, loss and attachment difficulties
<input type="radio"/>	Professional up to date knowledge of adoption law and practice
<input type="radio"/>	Can produce clear, comprehensive, detailed reports of a high standard
<input type="radio"/>	Excellent interpersonal and communication skills. Can engage effectively and build productive relationships with birth relative and at all levels across a range of internal and external agencies
<input type="radio"/>	Can respond sensitively to highly distressed clients
<input type="radio"/>	Demonstrates an understanding of PACT's values and our work and can act as an ambassador for PACT, promoting our work to others
<input type="radio"/>	Can work independently and as part of a team, working towards individual and shared goals and objectives
<input type="radio"/>	Delivers excellent customer service and strives to deliver to high professional standards
<input type="radio"/>	Can think proactively, to evaluate services and suggest service developments to meet changing needs using effective listening skills
<input type="radio"/>	Can respond flexibly to the requirements of the post and the needs of service users. Plans and balances priorities and co-ordinates activities, managing a varied workload to deadline
<input type="radio"/>	Can maintain accurate up to date database records
<input type="radio"/>	Proficient in use of Microsoft Office: Outlook, Word, Excel, database systems and virtual tools: Teams and Zoom
<input type="radio"/>	Fluent in written and spoken English
<input type="radio"/>	Demonstrates a commitment to promoting equality and diversity in the workplace and throughout service delivery
<input type="radio"/>	Willingness to travel across Buckinghamshire. Can travel to service user or office locations as required for post
<input type="radio"/>	Full UK driver's license and access to own transport

	<b>Desirable Attributes</b>
<input type="radio"/>	Previous experience of working with birth relatives whose children have a plan for or have been placed for adoption
<input type="radio"/>	Experience of facilitating support groups.
<input type="radio"/>	Working knowledge of the CHARMS database, or similar
<input type="radio"/>	Experience of working with adults with a range of challenges, such as alcohol dependency, drugs, homelessness and neuro diversity

This is a part time post for a fixed term period to the end of March 2026 with the possibility of extension.

The postholder will be home based with regular travel required across Buckinghamshire. Occasional evening and weekend working is required.

*PACT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Anyone joining our team is subject to PACT's Safer Recruitment pre-appointment enquiries. These include the provision of documentation of the right to work in the UK, an Enhanced Disclosure Barring Service (DBS) check, overseas police check where applicable and references covering a minimum 5-year period. All opportunities are based in the UK.*