

Job Description

Sessional Adoption Social Worker – Assessment Team

Job purpose

To work on a sessional basis under the guidance of the Adoption Team Manager, undertaking the assessment of prospective intercountry adopters, and any associated work as agreed by the Agency, as well as conversions to domestic adoption or domestic assessments, FER monitoring, family finding and other miscellaneous brief work by agreement with the Agency.

Duties and Responsibilities

- To assess applicants for their suitability as intercountry adopters using the ICA Prospective Adopters Report (PAR)
- To assess applicants for their suitability as domestic adopters using the PAR.
- To convert applicants from ICA to domestic adoption, using the domestic PAR, unless otherwise agreed.
- To set clear timescales with applicants and with the Agency for the assessment process.
- To prepare reports, either full or brief for the Adoption Panel.
- To attend for supervision sessions as and when required by the Assessment Team manager.
- To prepare summary reports of all contacts with applicants.
- To prepare other formal reports as requested by the Adoption Team Manager in relation to each case, e.g. a short report if required by the State of origin (which may be subject to an additional fee)
- To participate in Agency training as and when required.
- To adhere to Agency policies and procedures including those on confidentiality and record keeping.
- Undertake any such other tasks as may be reasonably requested from time to time by the relevant manager or Chief Executive.