

## **JOB DESCRIPTION - Senior Social Worker (Intercountry Adoption Assessment)**

**TITLE:** Senior Social Worker (Intercountry Adoption Assessment)

**FULL TIME:** 35hrs hours per week

**RESPONSIBLE TO:** Assessment Team Manager (Intercountry Adoption)

**LIAISON WITH:** Liaison Internal: Chief Executive, the Senior Management Team, Adoption Managers, Senior Practitioners, Sessional Social Workers, administrative staff and Adoption Panel members.

Liaison External: Prospective adoptive parents, adoption professionals in local authorities and Voluntary Adoption Agencies.

**LOCATION:** North London, and home based

### **The shared aims and objectives of all Social Work and Management roles at IAC are to ensure services:**

- Are safe for children, adults, and employees.
- Provide effective and safe placements of children.
- Meet the needs of children in relation to diversity.
- Deliver excellent customer service.
- Are in line with current best practice and theoretical perspectives.
- Respond to identified need and provide innovative solutions to problems.
- Are managed within defined budgets.
- Are monitored with regards to performance against agreed targets and Performance Indicators.

IAC - The Centre for Adoption is a specialist adoption agency in relation to intercountry adoption. We provide services to Local Authorities and Regional Adoption Agencies within the UK, which includes Advice and Information, Preparation and Assessment, Post Approval support and matching, Adoption Support and where required Monitoring and Court work under the Adoptions with a Foreign Element Regulations 2005.

The agency is registered with, or has working agreements with India, The Philippines, South Africa, Bulgaria and China (Special Needs Children) in order to assist prospective adopters with their adoption plans in country. In addition, it offers:

- an Outbound Permanence Advice Line and support materials to Local Authorities seeking to place Looked After Children with connected carers overseas.
- A UK Special Programme to support those prospective adopter(s) who wish to convert from intercountry adoption to domestic adoption.

IAC was rated Outstanding in all Ofsted inspections and the expectation of the role is that the Senior Social Worker will contribute to the maintenance of the rating.

## **PURPOSE OF THE ROLE:**

The primary role of Senior Social Worker (Intercountry Adoption) is to assist the work of the Assessment Team Manager in managing the two-stage approval process at IAC. The role will include some face to face client contact in the form of complex case work, second opinion visits, risk assessments, initial interviews, progress decisions, training sessions etc. The Senior Social Worker will support the monitoring and management of the day to day running of the assessment processes for applicants; the Assessment Team Manager will oversee this.

The agency follows SWE guidance regarding working hours, professional conduct and anti-discriminatory practice. The successful candidate will be required to become familiar with and follow IAC policies and procedures, including those concerned with data protection and confidentiality.

## **KEY RESPONSIBILITIES**

To support the development of the Intercountry Assessment Team and the delivery of all aspects of assessing the suitability and approval of potential prospective adopters. To include:

- Monitoring and quality assuring stages one and two processes for applicants.
- Complex case and/or second Opinion visits and risk assessments as required in consultation with the Manager
- Take part in overseeing the induction, training, mentoring, review and liaison with Sessional Social Workers - including assisting with recruitment, building relationships and maintaining Sessional Social Workers records.
- Supervising (administrative) Case Workers
- Monitoring and quality assuring work sessional workers undertaking assessments
- Complex case panel and liaising with RAA's.
- To ensure all calls and communications are handled with excellent customer care in a timely and efficient manner that upholds the values of IAC and always exhibits the expertise we are known for.
- To use and maintain IAC systems and manage the response to demand consistent with performance indicators and targets.
- To safeguard and protect vulnerable adults and children in accordance with IAC's Policies and Procedures at all times.
- Together with the Team, ensure that the Assessment teamwork is reviewed and evaluated on a regular basis, to include undertaking case audits
- To attend all relevant meetings concerned with planning, developing, delivering, evaluating and promoting the wider agency services, including external meetings.
- To take up such opportunities for training, development and appraisal provided by the agency.
- To contribute to the review and development of relevant policies and procedures.

- To undertake any such other tasks as may be reasonably requested from time to time by the Management Team.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**PERSON SPECIFICATION:  
Senior Social Worker – Intercountry Assessment Team**

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| <b>Essential Attributes</b> |  |
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| 1.                          | A degree in Social Work or equivalent and registration with Social Work England (SWE).   |
| 2.                          | Minimum of 3 years post qualification experience as Social Worker in a Looked After Children's Team, adoption and children services, including substantial direct experience of undertaking adoption suitability assessments and a demonstrated passion for working in adoption. |
| 3.                          | Ability to deliver excellent customer service to a range of stakeholders with an ability to communicate clearly, articulately and follow up actions proactively.   |
| 2.                          | Knowledge of current government policy, strategy, and legislation in relation to adoption.   |
| 3.                          | Excellent written and verbal communication skills; with ability to work to forge working relationships and convey ideas and concepts both individually and in training settings;   |
| 4.                          | A global perspective with an awareness of, and appreciation of, diversity and ability to practice in an anti-discriminatory and anti-racist way.   |
| 5.                          | Good understanding of safeguarding children and child protection work, particularly within the context of adoption and permanence work.  |
| 6.                          | Staff supervisory experience – students, administrative or social work.  |
| 7.                          | Experience of networking and building effective working relationships across teams and services to improve practice, performance, and outcomes.  |
| 8.                          | Strong time management and organisational skills including the ability to prioritise effectively and work to deadlines.  |
| 9.                          | Competent in the use of a range of IT tools, including databases, e.g., Charms, E-mail and other Microsoft Office products.  |
| 10.                         | Able to work flexibly to meet service needs e.g., occasional weekend / evening work, and work autonomously.  |
| <b>Desirable Attributes</b> |  |
| 11.                         | Car driver with valid licence.   |
| 12.                         | Experience in an adoption agency/local authority or comparable setting.  |

*The Intercountry Regional Adoption Agency working in partnership with*



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