

## JOB DESCRIPTION

**TITLE:** Senior Practitioner (Post Approval/Special Programmes)

**FULL TIME:** 35 hours per week (Full Time)

**RESPONSIBLE TO:** The Adoption Manager (Post Approval) as Line Manager

**LIAISON WITH:** **Liaison Internal:** Chief Executive, IAC's Management Team, Senior Practitioners, Sessional Social Workers, including those working in training, adoption support, administrative staff, Adoption Panel members, professional advisors and resource people.

**Liaison External:** Prospective and established adoptive parents, adoption professionals in local authorities and Voluntary Adoption Agencies, Professional staff overseas, Governmental bodies within the UK and overseas.

### DUTIES AND RESPONSIBILITIES:

To provide IAC's Post Approval Services and Special Programmes in accordance with applicable Statute, Regulations, Statutory Guidance, Adoption Standards, IAC's policies and procedures and good practice.

The Senior Practitioner's key responsibilities are:

1. Supporting and advising families through the post approval/post placement period and ensuring smooth progress through liaison with the Adoption Manager and Post Approval Administration Team. This will include:
  - Making initial contact with families once their case is handed over from the Assessment Team.
  - Supporting and monitoring prospective adopter's progress during the waiting period through occasional phone contact and encouragement to attend workshops.
  - Provide information, advice and counselling to prospective adopters post approval, including IAC's Special Programme Service users, as appropriate, and signpost to other IAC support services, or other agencies both in the UK and overseas
  - Assisting families with the preparation of the dossier for the Department for Education.
  - Review reports of annual suitability reviews
  - To oversee all aspects of the intercountry adoption matching process in respect of IAC adopters and to attend matching meetings as necessary
  - Liaison with UK Government bodies, voluntary adoption agencies and with overseas professionals and organisations
  - Liaison with prospective adopters when they are in country.
  - Liaison with Local Authorities in relation to formal notifications of placements and monitoring of placements in cases where this is required.

*The Intercountry Regional Adoption Agency working in partnership with*



22 Union Street, Barnet, Herts. EN5 4HZ T 020 8 449 2562 E [info@icacentre.org](mailto:info@icacentre.org) W [www.icacentre.org.uk](http://www.icacentre.org.uk)

Registered Charity No. 1067313 VAA Registration No. SC386048

Registered as Intercountry Adoption Centre

- Reviewing welfare supervision reports and Annex A's in cases where IAC social workers are undertaking work under Adoptions with a Foreign Element Regulations 2005.
  - Overseeing the provision of post placement reports prepared by sessional workers, where these might be required by the States of Origin
  - Processing the closure of cases.
    - a. Ensuring that all relevant contact and interventions are recorded in accordance with agency policy and procedures in a timely manner.
2. Undertaking welfare supervision/Annex A preparation on an occasional basis under the supervision of the Adoption Manager.
  3. Attending Team Meetings and other relevant meetings concerned with planning, developing, delivering, evaluating and promoting the wider agency services.
  4. Participating in regular supervision and staff appraisal to ensure effective service delivery and further professional development.
  5. Taking up such opportunities for training as are provided by the agency and maintaining an awareness/working knowledge of current practice issues and legislative requirements.
  6. Working collaboratively with professionals (inter agency and multi-disciplinary services) to safeguard and protect the well-being of children and young people.
  7. Actively participating in the implementation of performance indicators and statistical information as required.
  8. To refer to the relevant manager, any IAC approved adopter seeking to convert their intercountry adoption application to domestic adoption;
  9. To maintain, develop and provide information about IAC's Special Programmes for service users and other interested bodies and parties and to contribute to the general promotion of the Special Programmes;
  10. To intake into the Special Programmes prospective adoptive applicants seeking to use those services and to provide information and preparation sessions;
  11. To undertake the pre-matching for registered prospective adopters within Special Programmes, including online registration and matching.
  12. To liaise with the Training and Development Manager regarding adopters' needs for training and preparation and specific adoption support services.
  13. Contributing to the review and development of relevant policies and procedures, as required.
  14. Working in accordance with IAC and HCPC guidance regarding working hours, professional conduct and anti-discriminatory practice, and IAC data protection and confidentiality standards.
  15. Undertake any such other tasks as may be reasonably requested from time to time by the Adoption Manager, or the Chief Executive.

## **SALARY AND EXPENSES**

Starting salary £36,000 per annum.