

JOB DESCRIPTION

TITLE:	Social Worker (Intercountry Adoption Assessment)
FULL TIME:	35 hours per week (Full time)
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.
SALARY:	£35k to £40k

WORKING ARRANGEMENTS:

The role is based at the IAC office in Barnet, Herts, but will include significant travelling in the UK which occasionally might necessitate an overnight stay.

CONTEXT

- IAC- The Centre for Adoption (registered as Intercountry Adoption Centre) is a specialist adoption agency in the field of intercountry adoption.
- The Agency provides 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, Kazakhstan and China (Special Needs Children) in order to assist prospective adopters with their adoption plans in country.

The Intercountry Regional Adoption Agency working in partnership with



- In addition, it offers an Outbound Permanence Advice Line and support materials to Local Authorities seeking to place Looked After Children with connected carers permanently overseas.
- The agency has a small domestic service to support those prospective adopter(s) who wish to convert from intercountry adoption to domestic adoption.
- IAC is the lead agency in the recently launched Intercountry Adoption Regional Adoption Agency, in partnership with Nugent Adoption, Adoption Matters and ARC Adoption NE.
- IAC's Adoption Panel meets twice monthly on a Thursday, with either a half or full day sitting. The Agency works with Local Authorities and Regional Adoption Agencies across England and Prospective adopter(s) attending the panel will travel to attend.
- IAC was found to be Outstanding in Ofsted inspections of 2014 and 2017.

PURPOSE OF THE ROLE:

The primary role of the Social worker (Intercountry Adoption) is to undertake face to face client contact and direct assessment work.

The Agency follows HCPC 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

- Undertaking suitability assessments from Stage One Review to Adoption Panel, Annual Reviews, support at the time of matching and post placement reports when required by the child's State of origin.
- Reviewing and commenting upon Stage One prospective adopter(s) portfolios.
- Undertaking Initial Interviews of prospective adopters or Second Opinion visits as requested by the relevant manager.
- Support the Assessment Team to deliver training to sessional workers, both established and those who are new to the Agency.
- Updating IAC Assessment forms and materials as requested.
- Undertake any such other tasks as may be reasonably requested from time to time by the relevant manager or Operations Director.

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.

December 2018