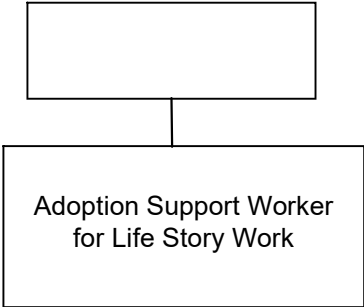


## Job Description

<b>Department:</b>	Children's Social Care
<b>Division/Section:</b>	Children's Services
<b>Job Title:</b>	Adoption Support Worker for Life Story Work
<b>Post No:</b>	CN9965
<b>Grade:</b>	6
<b>Reports to:</b>	Private Fostering and Panels Advisor
<b>Organisation Chart:</b>  <b>Show immediate manager and any jobs reporting to this post.</b>	 <pre> graph TD     A[ ] --- B[Adoption Support Worker for Life Story Work]             </pre>
<b>CRB Check applicable?</b>	Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Line Management responsibility for:</b>	<b>No. of direct reports:</b>  <b>No. of indirect reports:</b>
<b>Job Purpose:</b>	To assist qualified social workers in the delivery of life story books under close direction and supervision of the Private Fostering and Panel Adviser

### Main Duties and Responsibilities:

1. Undertake the completion of life story books for children with a plan of adoption.
2. To work alongside Qualified Social Workers to assist them in developing the skills in completing life story books.
3. Carry out tasks in accordance with legislation, policy and procedure.
4. To ensure the life story book represents a realistic and honest account of the circumstances surrounding the child's adoption.
5. To ensure the format of the life story book is appropriate to the child's age and understanding and accessible for use by the child.

6. To ensure the life story book is available and given to the child and prospective adopters in stages; at the latest by the second statutory review of the child's placement with the prospective adopters and the complete life story book at the latest within ten working days of the adoption ceremony.
7. To carry out all duties in accordance with the Council's Equal Opportunities Policy and other policies designed to protect employees and service users.
8. To comply with all Health and Safety at work requirements laid down by the employer.

<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<b>Flexibility Clause:</b>	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

<b>DATE:</b>	March 2013	<b>COMPLETED BY:</b>	Ann Garratt
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