

JOB DESCRIPTION

TITLE: Senior Practitioner (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: £35,000 - £39,500

WORKING ARRANGEMENTS:

The role is based at the IAC office in Barnet, Herts, but will include some travelling to visit client homes and occasionally might necessitate an overnight stay.

CONTEXT

- IAC- The Centre for Adoption is a specialist adoption agency in relation to 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 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 rated Outstanding in Ofsted inspections of 2014 and 2017.

PURPOSE OF THE ROLE:

The primary role of Senior Practitioner (Intercountry Adoption) is to assist the work of the Assessment Team Managers in managing the two stage approval process at IAC. The role will also include some 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 a limited number of 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 country.
- Reviewing and commenting upon Stage One prospective adopter(s) portfolios.
- Undertaking Initial Interviews of prospective adopters or Second Opinion visits as requested by the manager.
- Collating and reporting on the feedback from prospective adopters of the two stage process and making recommendations for service improvement.
- Consultation with sessional workers undertaking intercountry assessments from Stage One Review to Adoption Panel, including proof reading PARs and reports.
- Supporting the Assessment Team Manager, with the recruitment of Sessional Social Workers when required.
- Support the Assessment Team to deliver training to sessional workers, both established and 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 list of duties. Employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

26th January 2018