

Job Title: Adopted Adult Access to Records Social Worker

Service Area: Aspire Adoption Service, Post Adoption Support Team

Overall Purpose of Role

The purpose of this post is to offer sensitive direct customer focused support to adults who have been adopted and seeking information about their birth records and may require counselling, advice or mediation signposting.

They will also provide intermediary services for those adopted adults who may wish to seek contact with their birth families.

In addition to delivering high-quality support to individuals navigating adoption records and processes, the role involves managing and overseeing a computerised system designed to process, store, and retrieve adoption-related records in compliance with relevant legislation, such as the Adoption and Children Act 2002, Data Protection Act 2018, and any other applicable laws or regulations.

Main duties/tasks

1. Receive all enquiries related to Access to Records and intermediary services via professionals or members of the public. Provide general consultation, support and advice to people on the waiting list.
2. Liaise with Courts, Adoption Agencies and other services to obtain access to adoption records.
3. Work with the Assistant Team Manager to manage and monitor the waiting list and allocation and establish agreed priorities and risks.
4. Attend, participate and contribute to regular team meetings.
5. Develop and maintain an information resource, including resources for intermediary services or other work in relation to pre and post commencement record searches.
6. Maintain accurate and up to date case records on MOSAIC in line with legal and regulatory requirements. Organisational skills and attention to detail in maintaining accurate records of appointments, contact and case documentation.
7. To prepare records and summaries of records for the Adopted Adult seeking their information. This will need to comply with current legislation into sharing of adoption/related records.
8. Offer support and counselling to those that are requesting their records, and have an understanding of adoption both pre and post commencement.

For an informal discussion please contact Hayley Rumkee, Assistant Team Manager on

hayley.rumkee@aspireadoption.co.uk