

## JOB DESCRIPTION

<b>Job Title:</b>	Leaving Care Personal Adviser		
<b>Directorate:</b>	People	<b>Salary:</b>	£29,093 - £34,314 plus £706 LWA & £963 Essential Car User Allowance
<b>Section:</b>	Children's Social Care	<b>Grade:</b>	BG-H SCP 15-24
<b>Location:</b>	Time Square	<b>Work Style:</b>	Flexible

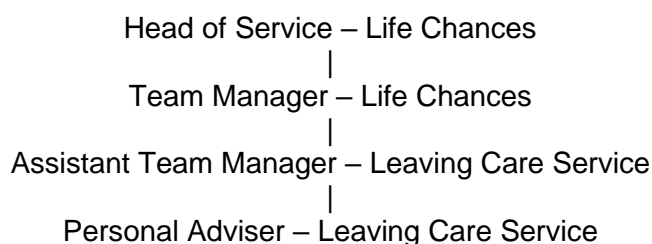
### Key Objectives of the role

This role requires a dedicated and committed worker to work with those Leaving Care aged 16-25 and to seek to improve their outcomes in relation to areas such as, but not limited to, housing, education and employment, emotional wellbeing and finances.

The role also requires the successful applicant to take a lead on different participation projects including group work with Care Leavers aged 16-25.

To work within the context of relevant legislation and deliver services according to the Department's policies, procedures and guidelines, and to be part of a multi-agency network around young people.

### Designation of post and position within departmental structure



### Daily and monthly responsibilities

To hold a caseload of Care Leavers, ensuring that they are visited within timescale, creative direct work is completed, and their pathway plans are SMART and progressing.

To also co work a number of 16-18 year olds alongside the allocated Social Worker to ensure that young people approaching 18 are aware of their entitlements as an adult, build rapport with you as their Personal Advisor before you become their key worker, to attend Group Case Supervision and to take on relevant actions that will increase the success of their transitions.

To carry out holistic assessments of young people who are leaving care for support, focussing on need, risk and vulnerability, and prepare and review Pathway Plans where appropriate.

To organise positive activities, co-ordinate education, training and employment opportunities, for care leavers within the team.

To promote the Leaving Care Service to partner agencies and liaise with professionals from those agencies regarding the support they can provide to care leavers.

To lead on specific projects within the team to increase employment opportunities, reduce social isolation and increase resources available to Care Leavers.

To work in partnership with other professionals involved in the management of Looked After Children.

To actively refer care leavers into appropriate services provided by the public and voluntary sector providers.

To maintain appropriate case management records on CSC case recording system.

To be a member of the Life Chances service and participate in monthly multi agency meetings.

To work flexibly to meet the needs of young people leaving care. This may include traveling out of area and working in the evening.

To participate constructively in supervision with Line Manager and to undertake appropriate training activities.

To safeguard the health and safety of all persons and premises under your control and in accordance with the guidance and provisions of Health and Safety Legislation and Authority, and Departmental Codes of Practice and Procedures.

To carry out all duties in a manner that promotes equality of opportunity and anti-discriminatory practice and the protection of children as a priority.

To undertake any other duties as may be appropriate to the level and nature of the post as determined by the Head of Service and/or Team Manager

### Scope of role

- The role is not a budget holder and will defer spending decisions to the Team Manager.
- To help monitor and conserve the use of departmental resources.
- Commitment to the Council's Equal Opportunities policy at all times
- Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times
- All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare and must demonstrate a

commitment to the principles of participatory practice and the involvement of young people in decisions which affect them.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	Ability to engage and effect positive change for young people aged 16-25	
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p> <p>Experience of working with young people aged 16 – 25</p> <p>Good assessment and communication skills both written and verbal</p> <p>A commitment to anti-discriminatory and anti-oppressive practice</p> <p>ICT skills</p> <p>Ability to work with professionals from a range of agencies</p> <p>Understanding of and the commitment to the principles of participatory practice with children and young adults.</p> <p>Understanding of and commitment to the requirements of safeguarding children and young people.</p>	<p>Understanding of Care Leavers legislation</p> <p>Knowledge of a range of effective interventions with young people.</p> <p>Knowledge of housing and accommodation issues and legislation.</p> <p>Knowledge of Adult safeguarding legislation.</p> <p>Knowledge of the benefits system</p>
<b>Work-related Personal Requirements</b>	<p>Takes personal accountability and holds others to account. Takes responsibility for own development.</p> <p>Listens to and respects the opinions of others. Asks for, reflects upon, and acts on feedback.</p> <p>Good personal and professional boundaries</p> <p>Self-motivated and enthusiastic</p>	<p>Experience of contributing to the development of a highly motivated, high achieving and stable workforce with a positive “can-do”, customer-centred culture</p>
<b>Other Work Requirements</b>	A satisfactory enhanced Disclosure and Barring Service check (this post is exempt from the Rehabilitation of Offenders Act 1974)	

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies

This post is exempt from the Rehabilitation of Offenders Act 1974

To work flexibly, including attending some meetings outside normal hours

Commitment to equal opportunities and Anti-Discriminatory Practice

A commitment to the wellbeing and safety of all children and young people

**Role models and demonstrates the Council’s values and behaviours**

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

**All staff should hold a duty and commitment to observing the Council’s Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

