



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Personal Advisor to Care Leavers
Grade:	SO1
Directorate:	Children & Families
Department:	Through Care Team
Responsible to:	Team Manager

Purpose of the Job:

To provide support, advice and assistance to enable young people to maximise education, training, and accommodation opportunities.

To ensure young people have the right support, at the right time in order for them to transition into adulthood and leave care.

Contributing to the assessments of care leavers and their families requiring help, and the provision of such assistance under the supervision and direction of an Advanced Practitioner or Team Manager.

Main Responsibilities:

1. To develop and deliver the Pathway Plan for young people who are looked after, aged 15yrs 6 months, or care leavers in consultation with the young person and all partners. Lead the work undertaken on the preparation of the plan in conjunction with the assigned social worker.
2. Assisting Social Workers and others in the implementation of assessment, intervention and pathway plans. Contributing to holistic assessments of service user needs, to include a range of outcomes.
3. To ensure the active involvement of care leavers in their leaving care plan and to monitor and review the outcomes of the plan.
5. To consult with care leavers in service planning and support them to develop their skills and confidence to make representations in various forums
6. Create networks and partnerships in order to develop and improve services to care leavers in Rutland



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7. To operate in accordance with the Children Act (Leaving Care), departmental leaving care guidance and administrative procedures
8. To keep accurate records on young people and update information systems. To assist in the production of reports as required.
9. To advise social workers on leaving care issues and be flexible in the role to ensure the service develops and meets the needs of children and young people. Contributing to relevant policies and procedures such as eligibility criteria, lone worker policies, recording policies to ensure that families and other local agencies clearly understand the role of Children's Social Care with Care Leavers
10. To identify gaps in the leaving care service and develop appropriate services contributing to the development of relevant policies and procedures such as referral criteria, lone worker policies, recording policies to ensure that families and other local agencies clearly understand the role of Children's Social Care with Care Leavers. Actively participate as part of the team and contribute to meetings attended as required jointly reviewing work and caseload with the Team Manager, in reviewing work and caseload at regular intervals, including the closure and transfer of cases.
12. To promote a greater understanding of leaving care issues within the council, members and the wider community.
13. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
14. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Dimensions

There are no budget responsibilities or staff management responsibilities



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Good standard of education - NVQ level 3 in Health & Social Care or equivalent	A/I
Evidence of continued learning and a willingness to undertake further training and professional development	A

Desirable	Method of Assessment *
Professional qualification in social care, youth work or education	D
Evidence of training relevant to working with young people	A/I

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Knowledge of the Children Act and Leaving Care legislation	A/I
Extensive, relevant experience of working with children and families in the community	A/I
Experience in social, health or education field with children and families	A/I
Demonstrable understanding of child development and of the dynamics of family relationships and attachments	A/I
Understanding of relevant legislation and strategic objectives both nationally and for Rutland County Council	A/I
Knowledge of, and a commitment to safeguarding and promoting the welfare of children, young people and adults	A/I



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Desirable	Method of Assessment *
Previously worked with young people who have left care	A/I
Experience of making visits to, and working with, children and families in their own homes	A/I
Experience of working across inter-agency settings, both statutory and voluntary	A/I

SKILLS

Essential	Method of Assessment *
Ability to work in partnership with young people.	A/I
Knowledge of Children Act and Leaving Care legislation	A/I
Good communication skills verbally and in writing.	A/I
Ability to organise workload and work on own initiative.	A/I
Ability to problem solve with young people in a practical way.	A/I
Ability to liaise effectively across organisations to raise profile of care leavers and increase understanding of their needs.	A/I
Ability to influence colleagues in social care and other agencies in partnership working as a core principle of working with young people	A/I
Able to plan and resource appropriate support and services and review their effectiveness	A/I
Able to undertake holistic and needs-led assessments	A/I
Effective verbal and written communication skills in order to record and present information accurately	A/I
Good IT skills	A/I
Excellent planning, organisation and time management skills	A/I



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Able to assess risk and feedback concerns to qualified staff as appropriate	A/I
Creative and flexible, with the ability to work across specialisms and adapt to changing circumstances	A/I
Able to remain calm, efficient and professional whilst working under pressure	A/I
Ability to persuade, empower and motivate families to engage and overcome barriers to change	A/I
Good communication and interpersonal skills and adept at problem solving	A/I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I
Able to work in an anti-discriminatory and anti-oppressive manner	A/I
Understanding of social inclusions and non-discriminatory practice and commitment to their implantation	A/I

OTHER

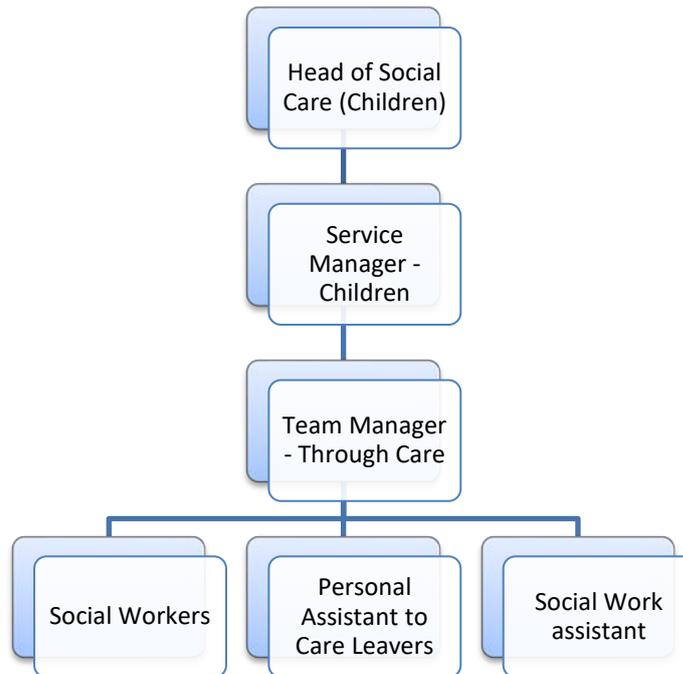
Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I
Able to travel across the County, including remote areas, and transport service users and resources as required	A/I

* **A = Application Form** **D = Documentary evidence** **I = Interview** **T = Test**



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STRUCTURE



NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
September 2022	Yes	Emma Sweeny (Head of Children's Social Care)
July 2024	Yes – new template	Oladuti Olusesi – Service Manager Children