

Job Description

Job Title	Personal Advisor Leaving Care
Grade	Band G
Reporting To	Team Manager - Children Looked After
JD Ref	PC0034G

Purpose

Ensure care leavers are provided with consistent support throughout their transition to adulthood in accordance with Children Act 1989 Guidance and Regulations Volume 3: Planning transition to adulthood for care leavers.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

Communication, Engagement and Training:

- Work with eligible relevant and former relevant and qualifying young people when assessed as appropriate by the manager.
- Co-ordinate how services and support are provided to care leavers and communicate clearly and frequently with care leavers and work closely with other agencies.
- Undertake the Personal Advisor role for young people up to the age of 25 who wish to return to training or education.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- Possess or working towards a relevant professional qualification in health, education, housing or social care - NVQ 3 or equivalent.

Knowledge & Skills

- Children Act 1989 Guidance and Regulations Volume 3: Planning transition to adulthood for care leavers.
- Sound demonstrable understanding of the issues faced by Children Looked After and a working knowledge of the range of issues faced by care leavers as they make their transition to adulthood including an understanding health, education, training and employment, housing and homelessness.

Experience

- Experience of working closely with health professionals and other professionals to support a child/young person or family.
- Experience of following safeguarding procedures.
- Experience of working with a range of issues affecting young people and their families.
- Experience of direct work and engagement with young people.
- Experience of undertaking assessments of need and developing plans to address those needs to improve outcomes for young people.

Desirable

- Experience of working with care leavers.
- Experience in assessing risks in working with children, young people and their families.
- Knowledge and understanding of child development and legislation relating to care leavers.

Additional Information

Willingness to work outside normal office hours, as required.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Health & Safety Considerations:

- Work with VDUs (Video Display Unit) (>5hrs per week)
- Working with children

Approved By: Paul Smith, Head of Service

Date Of Approval: 18.03.2025

