

Job Description

Department: People and Communities

Division/Section: Children's Social Care

Job Title: Leaving Care Personal Advisor

Post No:

Grade:

Reports to: Advanced Practitioner

**Organisation
Chart:**

**Show immediate
manager and any
jobs reporting to
this post.**

**DBS Check
applicable?**

Basic ☐ **Standard** ☐ **Enhanced** ☐ **None** ☐

**Is post exempt under the Rehabilitation of Offenders Act
1974 in respect of declaration of spent convictions?**

Yes ☐ **No** ☐

**Line Management
responsibility for:**

No. of direct reports:

No. of indirect reports:

Size of budget:

**- state whether *accountable* for (i.e. budget holder)
or *accounting* for (e.g. monitoring)**

Job Purpose:

To manage complex individual cases, including assessment, planning, intervention and the co-ordination of services to vulnerable young people leaving the care system in accordance with national Children and Care Leavers legislation, regulations, guidance and local policies and procedures.

Main Duties and Responsibilities:

Key

Responsibilities: To work to achieve the specific aims and objectives of the Services Business Plan.

To work collaboratively with a range of partner organisations to assess, plan and intervene with care leavers and their families.

To manage a caseload of individual care leavers in accordance with departmental policies and procedures and relevant legislation, guidance and regulations.

To use manual and computerised systems for the recording of confidential information, case records and data and ensure that all relevant records and documents are managed in accordance with policy and procedure.

To attend and contribute to reviews and participate in meetings, including those in a variety of settings and institutions such as district councils, hospitals and custodial units.

To work flexibly to meet user needs, including lone working, and unsocial hours as required.

To be fully aware of the principles of safeguarding as they apply to vulnerable young people in relation to work role and ensure that your line manager is kept fully informed of any concerns.

Key

Accountabilities: To deliver services within the framework of the Children Act Guidance and regulations volume 3 Planning Transitions to Adulthood for Care Leavers. To assess need and deliver support and programmes of intervention to a wide ranging group of young people leaving care in line with Departmental standards

To assess financial needs of care leavers and assist them in planning their individual budgets for accommodation and maintenance, including handling cash where necessary

To undertake visits, complete assessments and reviews, maintain records in accordance with policy and procedures

To actively participate in and contribute to the professional development of Self and others.

To deliver services within the Services scheme of delegation for safeguarding Children and local safeguarding children board policies.

To participate fully in supervision, appraisals and practise observations as part Of professional development and support.

To maintain an up to date knowledge and awareness of legislation, policy Procedure and practise in the post holders field of work.

To participate in prepare reports for meetings, case conferences, reviews

Planning meetings and other forums as required and appropriate.

To be responsible for planning and recording Pathway Planning meetings
Where required.

To visit young people at home and other external venues in accordance with
Standards, policy and procedures.

To ensure that all services delivered take into account diversity and social
Justice issues.

**Generic
Responsibilities:**

To carry out all responsibilities with regard to the Council's Equalities Policy and
Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the
employer.

The council is committed to safeguarding and promoting the welfare of children and
vulnerable adults and expects all staff and volunteers to share this commitment.

Flexibility Clause:

Other duties and responsibilities express and implied which arise from the nature
and character of the post within the department (or section) mentioned above or in
a comparable post in any of the Organisation's other sections or departments.

Variation Clause:

This is a description of the job as it is constituted at the date shown. It is the
practice of this Authority to periodically examine job descriptions, update them and
ensure that they relate to the job performed, or to incorporate any proposed
changes. This procedure will be conducted by the appropriate manager in
consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable
changes, but if agreement is not possible the Head of Service reserves the right to
make changes to your job description following consultation.

DATE:

COMPLETED BY:

Person Specification

JOB TITLE:

POST NO:

GRADE:

DEPARTMENT:

HOURS

DIVISION:

DIRECTOR:

DATE:

COMPLETED BY:

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of human growth and development and the particular issues relating to young people living in care. • Relevant legislation, guidance including Children Act 1989, 2004, Children (Leaving Care) Act 2000 Regulations and Guidance. • Awareness of related key agencies. • Understanding of partnership working. 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • A high level of personal drive and commitment to excellent customer care. • Strong interpersonal skills with a range of people including young people and their families, service providers, colleagues and managers. • Ability to make decisions and solve problems to meet service user needs and operational targets. • Ability to meet agreed objectives and targets by effective use of resources. • Information technology skills including the use of databases and word processing. • Undertake necessary administrative duties • Ensure the City Council's policies for fairness and respect are delivered including setting high personal standards. • Take an active role in managing risk, health and safety and safeguarding issues. • Ability to work on own initiative as well as part of a team • Ability to manage and develop effective strategies when working with young people presenting challenging behaviour. 	Strong report writing skills

EXPERIENCE	<ul style="list-style-type: none"> Working with vulnerable young people aged 16-25 	Work with unaccompanied asylum seeking children
QUALIFICATIONS	<ul style="list-style-type: none"> Educated to minimum GCSE level C or above including Maths and English. Relevant qualification NVQ level 3 or equivalent. 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> Full driving licence is desirable. 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*