



## Job Description

<b>DIRECTORATE</b> Children's Services	<b>SECTION</b> Corporate Parenting, Care Leavers
<b>JOB TITLE</b> Care Leavers Personal Adviser	<b>GRADE</b> JG6 (£25,481-£27,741)
<b>REPORTING TO:</b> Team Manager, Care Leavers	
<b>RESPONSIBLE FOR:</b> Supporting young people who are leaving our care aged 18-25. You will be responsible for helping them to achieve stable and secure housing where they feel safe, to learn and train so they can be financially secure through employment and to have the life skills they need to live as an adult.	

### 1. JOB PURPOSE

You will deliver high quality support for Care leavers up to age 25. You will build purposeful and effective relationships with young people, supporting them to achieve the goals set out in their pathway plan.

You will work in a strengths-based, trauma informed way, using Signs of Safety to support young people. You will also support young people to access appropriate specialist support, such as education, training and employment advice and services, housing and benefit advice, drug and alcohol services, or mental health services etc as necessary.

### 2. MAIN DUTIES AND RESPONSIBILITIES

- a) To provide one to one support for young people aged 18-25 years of age who have left our care.
- b) To build and develop purposeful and effective relationship with the young people who you support, enabling them to make positive choices with respect to their housing, education, employment, leisure, finances and life skills.
- c) To assist in the ongoing assessment of the young peoples needs and to contribute to the plans to help meet those needs. To attend planning meetings and reviews as necessary.
- d) To support young people as they navigate the challenging years from living with carers, to living independently as a young adult. Support them to make the most of their setting up home allowance. Encouraging them to make the most of opportunities and supporting them through setbacks, enabling them to thrive

- e) To work with young people to create ambitious, meaningful Pathway Plans, which set out the goals the young people would like to achieve. Support the young person to achieve the goals set out within the plan and review progress regularly.
- f) Maintain accurate up to date records as required within the recording policy
- g) To contribute to the organisation and support of the leaving care and after care team,
- h) Recognise and celebrate young people's success, sharing with other corporate parents as appropriate. Ensure that children and young people are aware of and have access to our Complaints Procedure and to Advocacy services.
- i) You will work, as required, with parents and relatives of the young person, social workers, housing advice officers, education, training and employment advisers, children Centres, Citizens advice, specialist services such as drug and alcohol and mental health services. Advocates, mentors etc
- j) To promote good relationships with the local community and advocate for care leavers at every opportunity
- k) To assist in the maintenance of the requirements of the Health and Safety At Work Act, the building security, the Control of Substances Hazardous to Health Regulations and the Fire Regulations etc.
- l) To contribute towards the maintenance of standards of hygiene and cleanliness within the office base of the service and upkeep of fabric, furniture and equipment.
- m) To attend and contribute to training as identified and support foster carer training as required
- n) To be aware of and understand the council's Equality Scheme and ensure at all times that the duties of the post are carried out in accordance with the policy
- o) To receive and contribute to regular supervision and appraisal.
- p) To carry out such other duties as are required and as are commensurate with the grade of the post.

## **SPECIAL NOTES OR CONDITIONS.**

The post holder is expected to participate in staff development and training programmes.

The support role to carers and young people will require staff to undertake direct work in the young persons home

This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.

## **GENERAL**

The post holder will be required to ensure that Equal Opportunity Policies are implemented in relation to the work. This will involve developing a good working knowledge of the policy and applying it personally and through staff managed by post holder, if applicable.



## Person Specification

<b>DIRECTORATE</b> Children's Services	<b>SECTION</b> Corporate Parenting, Care Leavers
<b>JOB TITLE</b> Leaving Care Personal Adviser	<b>GRADE</b> JG6 (£25,481-£27,741)

ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	Relevant training history e.g. Child Development, Drugs Awareness, Welfare Benefits, Direct Work Skills and Therapeutic models of support.	Social Work Degree, Counselling Certificate / Diploma in Social Work, CSS, Youth & Community Certificate. NVQ level 3 Childcare, Connexions Personal Advisor Diploma.
<b>WORK RELATED EXPERIENCE &amp; ASSOCIATED VOCATIONAL TRAINING</b>	Significant and relevant experience of working with young people in a community based setting.  Direct work with challenging young people.	Work with young people who have lived in and have left care.  Group work with young people.  Working with Asylum Seeking young people.
<b>OTHER RELEVANT EXPERIENCE</b>		Experience of Statutory Child Care Services.
<b>SPECIALIST KNOWLEDGE</b>	An understanding of the Children Act 1989 and 2011 Statutory Guidance.  An understanding of the Equal Opportunities issues relevant to work with young people  Knowledge of the Children Leaving Care Act 2000 and its principles.	An understanding of the relevant issues within the Children Acts and their practical application  An understanding of Welfare Rights, Homelessness / Housing legislation
<b>JOB RELATED SKILLS</b>	Ability to form effective relationships with young people.	An understanding of the skills relevant to working with young

	<p>Ability to help empower young people.</p> <p>An understanding of the issues relevant to working as part of a team.</p> <p>Clear communication, skilled both in writing and verbally plus be competent in the use of IT systems</p>	people who have lived in care.
<b>PERSONAL SKILLS</b>	<p>An understanding of the skills and values relevant to working with young people.</p> <p>A positive and empathic attitude towards young people who experience difficulty and disadvantage.</p> <p>Commitment to challenging discrimination and promoting young peoples rights.</p>	
<b>SPECIAL WORKING CONDITIONS</b>	<p>The ability to work flexible hours including travelling out of county on a regular basis.</p>	
<b>OTHER</b>	<p>The ability to cope with the duties and responsibilities and with the associated working environment.</p> <p>Satisfactory enhanced DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed).</p>	