

Job Description

Personal Advisor

Leaving Care

Role Structure	Role Details
Directorate:	Children & Young People
Grade:	HC07
Location:	Plough Lane, Hereford
Responsible to:	Team Manager

Main purpose of the role

- To provide a statutory social work service for children in care and care leavers age 18-25 years, ensuring that all legislative requirements are met. The work with eligible, relevant, former relevant and qualifying care leavers will be done on a case management basis. This will involve the co-ordination, preparation and completion of pathway plans and supporting young people preparing for leaving independently into adulthood.
- To support young people from the age of 15 ½ in accessing support for achieving independence. Co-work and assist social workers with direct work with YP's, ranging from day to day activities associated with both roles – or even stepping in to support with challenging situations, placement breakdowns, family conflict, duty presentations.
- To be the first point of contact and act as the focal point to ensure that care leavers are provided with the right kind of personal support. This includes dealing/supporting with areas such as but not limited to: Homelessness, Threats of self-harm and suicide, Economic abuse/Financial Hardship, Substance misuse, Bereavement, Threats to staff, Domestic Incidents.
- To be responsible for forming a positive and trusted working relationship with the young person to carry forward their pathway plan. PA's undertake safeguarding support, supporting/overseeing and or managing Transitions, building and maintaining positive working relationship with young people.

Key Duties and Responsibilities	Frequency of Task
To fully contribute to the work of the Service and to manage an individual caseload, working with individual and groups of young people and to participate in the duty work, responding to need as it arises	Daily
To participate in the provision of appropriate programmes for care leavers of the Service, in conjunction with other Directorate staff and other agencies within this field; that will most effectively assist the young people to achieve the transition to adulthood, with particular emphasis upon their transition from being in care, to living independently in the community	Daily



Key Duties and Responsibilities	Frequency of Task
Undertaking high quality and timely assessments and reports to inform the pathway planning process and reports for Child Protection Case Conferences, Statutory Reviews and any other forum as required	As required
To work with the Team Manager and Service Manager to monitor and evaluate the quality of the service and, where appropriate, make suggestions for improvement and reshaping of the service via supervision/team meetings or service meetings	As required
Adopt a holistic approach to meeting individual needs, and to promote their involvement in the process, developing self-esteem through a process of positive achievement	Daily
To advise other Directorate and council staff regarding the preparation and support needs of care leavers, and to assist in the promotion of services for these groups of service users	As required
To assist in liaising with the range of Directorate and other agency initiatives in this field and to assist in the promotion of corporate or inter-agency approaches and maximize the provision of resources by these agencies for the benefit of Directorate service users	As required
Personal budget holder of Leaving care grant allowances for each care leaver and their P-Card. Support care leavers with their leaving care grant of £2000 allowance , monitoring how this is spend and recording the transactions	As required
To contribute as required in the provision of appropriate training programmes for social workers and other staff; which will promote more effective services to care leavers	As required
Organising and promoting of events involving partner agencies, senior council members and councillors	As required
Regularly chairing multi-agency meetings	As required
Liaising with and developing partnerships with other agencies and services in order to provide a full range of choices and options for young people	As required
To comply with all financial procedures in respect of the Service in line with the Council and Directorate financial procedures	Daily
To maintain appropriate, accurate and securely keep recording of risk assessments, pathway plans and other casework done in accordance with Directorate requirement, using recording systems in paper and electronic formats; to maintain skills and knowledge required of the systems in use	Daily

Key Duties and Responsibilities	Frequency of Task
To assist in the monitoring and evaluation of the work of the Service and to help in the provision of relevant reports where necessary	•
To assist in the collation, development, publishing and distribution of appropriate information regarding the work of the Service to Directorate staff, staff from other agencies, service users and their families	•
To provide advice and support to the young person to manage their expectations and understanding about responsibilities of greater independence; information about financial capability; housing options; education, training and employment opportunities	•
To provide practical advice and support to the young person in relation to developing their confidence and decision-making capacity; maintaining positive health and wellbeing; how to access targeted and specialist health services; cultural and community life opportunities	•
Key responsibility for co-ordinating each care leaver's support, including the revision of their pathway plan and re-assessing their needs and how the young person will be supported in future, so that the dimensions of need set out in the Framework for Assessment of Children in Need and their Families are included in the pathway plan	•
Responsible for making their professional judgment about the child's best interests for both relevant and former relevant children and negotiating with the young person about an appropriate reasonable way forward	•
Responsible for convening additional reviews to resolve potential crises such as potential eviction, involving all relevant professionals and agreeing a move in a planned way, therefore preventing them from becoming homeless	•
In carrying forward, or participating in drawing up the pathway to identify the range of services necessary to respond to each dimension of the young person's needs in a timely way	•
Required to manage high level cases with significant complexities/needs that fall short of entry to more specialist/enhanced services due to service capacity and or varied thresholds which may involve cases where care leavers have significant mental health needs	•
Required to take a lead role in monitoring/attempting to manage risk and responding to YP's in mental health crisis	•



Key Duties and Responsibilities	Frequency of Task
Working with the young person to engage and, as far as reasonably practicable, motivate them, so that services are accepted and used effectively	•
Regular face to face contact with every care leaver and ensuring the pathway plan is up to date, relevant and sets out the required expectations	•
At a minimum to be responsible for meeting a care leaver within 7 days when they have been moved to new accommodation, ensuring suitability of the accommodation whilst ensuring the young person is managing, linking closely with the housing support worker to identify and resolve any problems. Must also meet at which the pathway plan will be first reviewed – namely after 28 days, then no less than 2 monthly intervals or more often if required	•
To undertake risk assessments where necessary to support in the implementation of safety plans and ensure the promotion of wellbeing and safety for young people. This work can be in conjunction with multi-agency partners at times	•
Responsible for keeping an accurate and up to date record of each care leaver and ensuring the responsible authority's involvement with the young person. This is to ensure the plan continues to set out an effective means of supporting the young person	•
Data on pathway plans might also be used to evaluate the wider performance of an authority's leaving care service	•
Responsible for coordinating the services provided to support individual care leavers. This will include developing financial capability and access to income maintenance services	•
PAs will have to engage with finance management issues and it may be desirable for PAs to have direct access to funding, for example, to provide emergency out of hours support to care leavers. Responsible authorities will need to establish the parameters of budget holding with PAs as part of their wider financial policy	•
Responsible for organising, planning and promoting of events involving partner agencies and senior council members, this includes arranging the activities, booking venues, sending invitations, drafting the schedule of events, managing the allocated budget for food and activities; coordinating the events and will take lead on the activities	•

Key Duties and Responsibilities	Frequency of Task
Regularly chairing multi-agency meetings, organising meetings, taking notes, accountability for actions	•
Liaising with and developing partnerships with other agencies and services in order to provide a full range of choices and options for young people, such as linking with education/employment, housing, mental health services, making sure young people are supported in times of crisis and in reaching their full potential	•
To liaise with housing providers, landlords and registered social landlords and determining the most suitable needs-led accommodation options and supporting the young person in moving and equipping the home with basic essentials	•
Undertaking high quality and timely assessments and reports to inform the pathway planning process and reports for Child Protection Case Conferences, Statutory Reviews and any other forum as required	•
Writing of reports and presenting the reports in multi-agency meetings	•
Support care leavers with their leaving care grant of £2000 allowance, monitoring spend and recording transactions	•
Responsible for holding P-Cards which have a monthly limit of £15,000 per card, an annual total of £180,000	•
Personally responsible and accountable for the P-Cards, monitor, record transactions, coded correctly and accounting for the money	•
Offering guidance/advice training to social workers re care leavers, preparing for independence and using the independent booklet	•
To undertake one to one and group work with young people aimed at practical support and preparation for leaving care such as brokering opportunities with all providers so that young people can move forward into education, employment and training	•
To respond appropriately in crisis situations which may necessitate rescheduling of planned work and may require immediate decision making and creativity. This may also involve working out of hours	•
To keep up to date with developments in legislation, policy and practice in the areas of aftercare, accommodation, employment, benefits, and child care – in order to appropriately advise other agencies, Directorate staff and service as a whole	•

Key Duties and Responsibilities	Frequency of Task
To undertake any training that is considered appropriate to the duties of the post – resources permitting, thus facilitation in-going development of the post and service as a whole	•
To participate in regular supervision sessions as required	•
To participate in appropriate working parties, as required, which contribute to the further development of care leaver services	•
To contribute as required in the provision of appropriate training programmes for care leavers, Directorate and other agency staff by promoting more effective services to care leavers	•
To act as a full member of the staff team of the Service and to contribute to the development of the Service within the Directorate	•
To implement and adhere to all relevant Directorate and Service procedures	•



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
A relevant qualification in child care, child development or related field, to NVQ level 3 (or equivalent)	Essential	A, I
A basic understanding of the law relating to children, young people and their families. As well as basic knowledge of legislation around housing and acting as an appropriate adult	Essential	A, I
GCSE grade C or above English and Maths	Essential	A, I
Training relevant to working with adolescents and young people who may need considerable practical and emotional support	Essential	A, I
Experience & Knowledge		
Experience of working with adolescents or young people both individually and in groups	Essential	A, I
Experience of inter-agency working	Essential	A, I
Experience of working with Young people and families facing difficulties in which domestic violence, drug and alcohol misuse, mental health problems, disability, and /or child neglect and abuse feature	Essential	A, I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Experience of working directly with children and young people, including those who may be at risk of sexual exploitation, go missing or self-harm	Essential	A, I
Experience of working with Young People in Care and young people with complex needs, disabilities and/or learning difficulties		
Skills and Abilities		
Good verbal and written communication skills, with the ability to provide accurate, timely and concise records and reports	Essential	A, I
Ability to communicate in different ways when verbal isn't available	Essential	A, I
Ability to work as part of a team	Essential	A, I
Ability to lone work	Essential	A, I
Quick thinking and decision making when in a time of crisis		
Ability to handle confidential issues appropriately		
An ability to organise his/her work effectively		
A high degree of emotional intelligence and skills in direct work with young people		

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Understanding of child development		
Ability to plan, prioritise and manage own caseload to agreed targets, and good time management skills		
Good interpersonal skills and the ability to work in partnership by relating to a wide variety of people, professions and organisations		
Attending meetings such as risk management and strategy meetings, being able to make professional decisions on the company's behalf		
Ability to recognise and manage complex and stressful situations and environments, to work on own initiative and under supervision		
Emotional resilience- being able to handle and respond to others trauma		
Computer literate, including use of Word, and other programmes		
Conflict Management – being able to challenge appropriately when needed		
Being able to respond to other cases that you may not be working on through a duty system		



All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They **help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here"**. **We expect all colleagues to act as a role model by living our values and setting an example for others.** Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

Trust - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

Honesty - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

Responsibility - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

Inclusivity - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

Value - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

Empathy - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

