

MEDWAY COUNCIL - JOB PROFILE

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| JOB TITLE | Leaving Care Personal Advisor |
| DIRECTORATE | Children and Adults |
| SERVICE | Children's Services – 16+ Care Leaver service |
| RESPONSIBLE TO | Team Manager |
| GRADE | Range 4 |
| JOB FAMILY | JE726 |

MAIN PURPOSE OF JOB

The Medway 16+ Care Leaver Service works to advise, support and befriend young people from the age of 16 who are in care and those young people who have left care (up to the age of 25) with a diverse range of complex needs to enable them to manage the transition into adulthood and independence.

The Personal Advisor (PA) will assess plan and coordinate services for care experienced young people identifying their specific needs and those at risk of harm.

The PA will manage a caseload of varying complexity in compliance with departmental policies and procedures with statutory timescales, whilst maintaining accurate records and case files. The PA will manage an agreed caseload of young people (aged 17-25) in compliance with casework objectives, departmental policy and procedural requirements, consistently maintaining the highest level of professional standards.

The PA will be working in partnership with relevant agencies and other stakeholders to ensure consistency of the service provided. The PA will jointly work with social workers within the service and within the Council supporting children in care aged 16-18 in preparation for adulthood and independence.

ACCOUNTABILITIES

Demonstrate effective practice in working with young people that reflects a commitment to relationship and strengths-based practice and working collaboratively with care experienced young people.

Safeguard and promote the welfare needs of young people, giving due consideration to their race, gender, culture, religion, health, disability and linguistic background. The PA will be working with young people with a diverse range of complex needs such as additional mental health and disabilities needs, domestic abuse, and substance misuse which require building and sustaining relationships with young people who are vulnerable to exploitation.

Provide practical, personal, and emotional support to children and young people in order to meet assessed need; to maintain and promote their health physical, emotional development and wellbeing. This may include domestic tasks and transporting where necessary.

Support and advise young people leaving care in key areas including health, benefits, education, training, employment, accommodation/housing and personal well-being.

Prepare clear, structured and concise Pathway Plans and Needs Assessments, to the required standard and within the prescribed timescales.

Work directly with children and young people to establish their lived experiences, wishes and feelings, using a variety of techniques, as required. Work in partnership with the social workers in the service to support a smooth transition from the social worker to the PA, allowing the voice of the young person to be heard in their future planning.

Support young people through times of major transitions from childhood to adulthood and to take responsibility.

Maintain records and write reports as required in accordance with the Directorate policy and procedures.

Use the Signs of Safety practice model in assessments and interventions with care experienced young people.

Represent Medway Council and conduct themselves professionally and provide comprehensive and accurate written documentation/reports to reflect what observations and assessments have been made. Contribute to the development of the service to enhance the services of children / young people and their families in the Medway Area.

Lead on an area of practice pertinent to care experienced young people (i.e. Benefits, Education Training and Employment, Emotional Wellbeing, Exploitation etc) for the team or service and support/train others to enhance their knowledge and skills in relation to that subject.

Participate in regular supervision with the line manager to review case work and constructively reflect on the work being undertaken, as well as Group Supervision using Signs of Safety. To comply with legislation, statutory guidance and local policies and procedures.

To maintain accurate and up to date records in line with Data Protection legislation (GDPR) and use Medway Council specific recording systems to promote effective case management.

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KEY CORPORATE ACCOUNTABILITIES

To work with colleagues to achieve service plan objectives/targets.

To participate in one to one Performance Development Reviews and contribute to the identification of own and team development needs.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

At the discretion of the Head of Service, such other activities as may from time to time be agreed in line with the nature of the job described above.

ACCOUNTABILITIES TO CHILDREN AND YOUNG PEOPLE

The children and young people of Medway have said the following qualities are really important to them:

- ✓ Be a good listener
- ✓ Be non-judgemental
- ✓ Be consistent and Stable
- ✓ Be contactable
- ✓ Understand me
- ✓ Be honest
- ✓ Be Focused
- ✓ Be realistic
- ✓ Be a good timekeeper
- ✓ Be resourceful in your approach

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

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PERSON SPECIFICATION

| QUALIFICATIONS | Assessment Method |
|---|------------------------|
| NVQ Level 3 in Health and Social Care. | Application |
| A minimum of 5 GCSE's including maths and English (Grade 6 or equivalent) | Application |
| 2 x A Levels (<i>Desirable</i>) | Application |
| A professional qualification in teaching, youth work or a related field | Application |
| EXPERIENCE | |
| Demonstrable experience in advocacy skills to support young people | Application/ Interview |
| Demonstrable experience in working with vulnerable children and young people | Interview |
| Ability to use 'Signs of Safety' or a willingness to be trained | Application/ Interview |
| Demonstrable experience of undertaking direct work with children and young people. | Application/ Interview |
| Demonstrable knowledge of safeguarding protocols and child protection issues and adult safeguarding issues (<i>Desirable</i>) | Application /Interview |
| KNOWLEDGE | |
| Demonstrable technical/specialist/policy and procedural knowledge relating to Leaving Care. Ability to complete a range of complex tasks such as report writing, presentations, detailed assessments and calculations | Application/ Interview |
| A thorough knowledge of the statutory obligations, specifically The Children Act 1989, Leaving Care Act 2000 and Children and Social Work Act 2017 | Application |
| Extensive knowledge of legal procedures and practice related to Housing, Welfare Reform, Civil court procedures and Criminal procedures including youth justice, among other areas | Interview |
| Extensive knowledge of the assessment of risk in adolescents and adults specifically in respect of drug misuse, mental health, domestic abuse including comorbidity | Interview |

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| Substantial knowledge of the impact of Learning Disability and Difficulty on the lives of young people and young adults | Interview |
| Substantial knowledge of child development and the impact of neglect and abuse on adult functioning, knowledge of child protection issues and procedures | Interview |
| Ability to demonstrate awareness of legislation relating to General Data Protection Regulations and Freedom of Information. | Application |
| SKILLS | Assessment Method |
| Demonstrates the ability to manage a caseload of young people who can present conflicting demands, manage deadlines and keep records accurate and up to date. | Interview |
| Demonstrability ability to use judgement and creativity to assess complex situations and solve varied problems and/or develop short term plans, this involves undertaking needs and risk assessment/preparation of reports and presentations to Panels to request resources to meet young person needs | Interview |
| Demonstrable ability to use written and oral communication skills to present varied information in an understandable way to a range of audiences | Interview |
| Demonstrable ability to work within defined procedures and to work independently, using initiative to deal with straightforward situations, referring to supervisor/line manager for guidance and authorisation | Interview |
| Demonstrable ability to carry out work which has a high impact on the wellbeing of people, through either assessing needs, implementing appropriate programmes of care/welfare; or enforcing regulations that have a high impact on the health, s | Interview |

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| Ability to train other employees where required | Interview |
| Ability to handle and process cash/documentation relating to considerable financial amounts, where care, accuracy and security are important | Interview |
| Ability to maintain accurate and up to date case records in a timely manner. | Interview |
| Competent in the use of Microsoft Office packages as well as an electronic integrated children's system (eg: MOSAIC or similar). | Application |
| Ability to work under pressure and manage time and workload effectively. | Interview |
| Ability to work effectively as part of a team to achieve team and service plan objectives and targets. | Interview |
| Ability to maintain confidentiality at all times | Interview |
| OTHER REQUIREMENTS | |
| Car driver and daily use of a car for business purposes | Application |
| Enhanced DBS Check | |

ORGANISATION

(i) ORGANISATION CHART

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The post holder will be line managed by the Team Manager

(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

The post holder will work independently within clear guidelines and regularly use initiative to make decisions, referring to more senior officers for advice on policy/resource issues.

DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

The post holder will have no direct line management responsibility, although they will be expected to assist and provide support to less experienced staff.

(iv) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

The post holder will be required to liaise with all stakeholders both internal and external to the organisation, including working with Police, YOT, Youth Service, Education services, Health, Schools and other professionals both within and outside of the team, young people and their families.

FINANCIAL ACCOUNTABILITIES

The post holder will be responsible for the handling of monies on a daily basis to support young people to manage their personal finances and advise on budgetary expectations on their journey to independence.

MENTAL DEMANDS

This job requires general awareness and sensory attention, with either:

- (a) Lengthy periods of concentrated sensory attention; or
- (b) Lengthy periods of enhanced mental attention; or
- (c) Medium periods of concentrated mental attention; or
- (d) Considerable levels of work related pressure, for example, from deadlines interruptions or conflicting demands on the job holder.

EMOTIONAL DEMANDS

The job involves contacts with, or work for, people, which through their circumstances or behaviour either:

- (a) Regularly place significant emotional demands on the jobholder; or
- (b) Occasionally place intense emotional demands on the job holder

RESPONSIBILITY FOR PHYSICAL RESOURCES

The job involves considerable direct responsibility for physical resources where the handling and processing of considerable amounts of manual or computerised information, where care, accuracy, confidentiality and security are important.

WORKING CONDITIONS

The job involves considerable exposure to disagreeable, unpleasant or hazardous environmental working conditions or people related behaviour.

WORKING ENVIRONMENT

The post holder will be based in one of Medway Council's establishments.

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