

**GREENWICH COUNCIL**

**JOB DESCRIPTION**

**DIRECTORATE:** Children's Services

**SECTION:** Safeguarding and Social Care

**GRADE:** SO2

**DESIGNATION:** Personal Advisor - Care Leavers

**REPORTS TO:** Team Leader, Young People's Team

**Purpose of Job**

- To manage and support an allocated caseload of young people aged 16 and above, who are eligible for leaving care services, having key responsibility to ensure the provision and co-ordination of practical, personal, emotional, social and financial advice, to enable care leavers to achieve a successful transition to adulthood and promote their independence.
- To develop an effective working relationship with young people eligible for leaving care services in order to motivate and effectively support them to engage in education, training and employment, and to ensure they effectively handle their finances, live in suitable housing, and have the necessary emotional resilience and skills for independence.
- To be the key professional to the allocated young people, providing practical help and guidance which promotes the safety and well-being of care leavers.
- To undertake these duties in accordance with statutory requirements, particularly The Children Act 1989 Guidance and Regulations, The Care Leavers (England) Regulations 2010 and Planning Transition for Adulthood for Care Leavers 2011, as well as departmental policies and procedures

## **Main Duties**

- Assess the needs of young people who are eligible for leaving care services by actively contributing to the assessment and preparation of the Pathway Plan so that young people are supported to achieve independent living.
- Contribute to the involvement and participation of young people in the development and delivery of their Pathway Plans and develop creative approaches that will fully engage young people in the process.
- Ensure that the Pathway Plan is reviewed at the prescribed intervals, and be responsible for convening additional reviews when circumstances significantly change.
- Revise and amend assessments to inform the Pathway Plan.
- Co-ordinate how services are provided for the young person in a timely way, developing constructive professional relationships to enable the young person to succeed in their transition to independence and adulthood.
- To develop and explore new ways of working in partnership and collaboration with other agencies and professionals to enhance the lives of those moving to employment and independent living.
- To offer consultation and support to social workers and others who are actively involved with young people, developing co-ordinated and effective solutions to meet their needs as they move toward independence.
- Engage and motivate the young person as far as practicable, motivating them to accept and use resources effectively.
- Develop an awareness of financial management issues including welfare rights, to assist young people to develop individual financial capability.
- Undertake an advocacy role on behalf of young people and support them to attend interviews relating to their progress into education, employment and training and to complete CVs and application forms.
- Ensure that concerns relating to the safety and welfare of children, vulnerable adults or other people are brought to the attention of their manager.
- Carry out risk mitigating actions as directed or informed following a risk assessment.
- Accurately assess, evaluate and report on key outcomes for young people.

- Maintain regular contact with young people who are care leavers up to the age of 21 (25 if still engaged in education) and ensure tracking of them where practicable.
- Undertake one-to-one and group work with young people aimed at practical support and preparation for leaving care.
- Develop and maintain full and accurate information about services for young people and ensure the information is accessible and available to young people, families and professionals.
- Write reports in relation to individuals as required. Maintain accurate case records on young people in line with departmental standards and guidance.
- Broker opportunities with training providers, employers, colleges and other post 16 opportunity providers so that young people can move forward into education, employment and training.
- Support colleagues in the service by providing specialist knowledge and contribute to the development of skills and knowledge in the team.
- Ensure that the diverse needs of care leavers from different backgrounds are met in a way that takes account of their ethnic heritage, religion, and language, and ensure that disabled, gay and lesbian young people receive a fair service based on need.
- Prepare for and use supervision in line with the supervision policy and use this time effectively to raise issues of concern and as a tool for personal development.
- Due to the nature of the work and in accordance with the demands of the service, the post holder will be required to undertake some group work with young people and evening work as and when required for which time off in lieu of payment should be taken at a time agreed with the line manager. Overtime will not be paid.
- Undertake relevant training as necessary to enhance personal skills and professional development.
- To undertake any other work appropriate to the level and general nature of the duties of the post.
- To carry out all duties with due regard to the provisions of health and safety regulations and legislation, Data protection legislation, the Council's equal opportunities and customer care policies, and any local agreements.