

## Children's Personal Advisor UASC - Job Description

### Our Vision

Creating a greener, fairer and more caring Cambridgeshire

### Our Corporate Outcome

Every decision we make and every action we take contributes to reduce our carbon emissions and improve nature. We make a difference through our climate conscious decisions each day.

### Our Values

Our four values are central to our culture, driving everything we do.

- **Lives Over Services**  
We put people and our communities at the heart of everything that we do
- **Collaborative**  
We respect and value people equally and work together through a shared purpose
- **Creative and Aspirational**  
We use our bravery, boldness and curiosity to challenge and innovate
- **Accountable**  
We take ownership for our outcomes, and responsibility for our behaviours

### Children's Services

Children, young people, and their families are at the heart of everything we do. We believe that delivering Children's Services well has the potential to transform the lives of children, young people and their families across Cambridgeshire. We are committed to safeguarding and promoting the welfare of children, young people and their families. We help children, young people and their families to build their resilience and community connections and empower them to find their own solutions to problems. We understand that children and young people are not all the same, but they all deserve outstanding services.

We promote diversity and want a workforce that reflects the population of the communities we serve in Cambridgeshire.

We have identified six practice methodologies that are used within Cambridgeshire to enable practitioners to work with children, young people and their families.

Every case record will contain at minimum the following up to date areas of practice:

- Genograms
- Chronology
- Voice of the Child (incorporated into assessments plans and visits)
- Meaningful and planned visits
- Supervision/Management Oversight – key decision
- Plans or review of plans and Planning

These are what we call **The Big 6**. They form the basis of all of our practice standards, and they are integral to the records we keep.

### Job Purpose

<b>Job Title:</b>	16-25 Personal Advisor UASC Specialist
<b>Service:</b>	Children, Education and Families
<b>Grade:</b>	SO1
<b>Reports to:</b>	Team Manager

### Overall purpose of the job

This post is defined by the Children (Leaving Care) Act 2000, and attendant guidance and regulation.

Under the general direction of a Team Manager, provide a high quality and effective social work service to respond to the needs of Unaccompanied Asylum-Seeking Children and Young People in a timely manner and within statutory guidelines. To support and/or lead the assessment of needs for our Eligible, Relevant and Former Relevant UASC young people to determine the level of advice, assistance, and support in their transition to independence, ensuring they are able to achieve the best possible outcomes.

Delivering focused interventions to safeguard UASC children and young people and promote positive outcomes. Build meaningful working relationships with children and young people that enable their voice to be heard and their lived experience to be understood. Work with multi-agency colleagues and partners to ensure holistic engagement with Unaccompanied Asylum-Seeking Children and Young People, their carers and wherever possible their families.

### Main accountabilities

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	<ol style="list-style-type: none"> <li>1. To assess the needs of Unaccompanied Asylum Seeking Children (UASC) and young people in order to determine the level of advice, support and assistance they will require in making the transition to independence.</li> <li>2. To be responsible for the formulation, co-ordination, implementation, and review of Pathway Plans in line with statutory expectations, which will identify how these needs will be met in order to support the best possible outcomes for our UASC young people.</li> <li>3. To support UASC children in care in their preparation for independent living, including supporting with Pathway Planning, preparation for independent living including through group work, education and accommodation needs.</li> <li>4. To provide advice, guidance and practical and emotional support to care experienced UASC young people individually and in groups, and to ensure that this is recorded on their files in line with professional requirements and departmental recording methods.</li> <li>5. Support accommodation providers and other relevant community groups and organisations, and provide them with advice, guidance and practical assistance required to enable them to provide good quality services for UASC young people. Represent Cambridgeshire County Council at a community level and by working</li> </ol>

	<p>jointly with key partner agencies, develop effective multi-agency plans to enable independence, formulating appropriate solutions together UASC young people.</p> <ol style="list-style-type: none"><li data-bbox="252 297 1390 365">6. To facilitate the access to appropriate departmental resources and the resources of other agencies, partners and stakeholders to ensure plans are fully implemented.</li><li data-bbox="252 398 1369 432">7. Demonstrate an awareness and understanding of equality, diversity and inclusion.</li><li data-bbox="252 465 1321 600">8. Carry out duties in a timely and responsive manner, in line with Social Work England Professional Standards, the Professional Capability Framework and Cambridgeshire's County Council's values; Lives over services, Collaborative, Creative and Aspirational, Accountable.</li></ol>
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## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications and/or equivalent experience required for this job

<b>Qualifications Required</b>	<b>Essential / Desirable</b>
NVQ Level 3 - Relevant work area or equivalent	Essential
Dip SW or Equivalent Diploma - Youth and Community work teaching	Desirable

Minimum levels of knowledge, skills and experience required for this job

<b>Knowledge Required</b>	<b>Essential / Desirable</b>
Experience of different approaches, methodologies, models and direct work tools when working with children and young people.	Essential
Knowledge of legislative and practice areas in relation to UASC	Desirable
Awareness of the benefits and entitlements for young people over the age of 16 years including how to access these.	Essential
Careers, education and training for 16- to 24-year-olds - direct experiences and/or knowledge of the options for post school education and training.	Essential
Responding appropriately to crisis situations - demonstrated ability to respond to complex situations in a sensitive, calm and professional manner	Essential
Children Act 1989 and Children (Leaving Care) Act 2000 - an awareness of the legislation that underpins the service provided to children in care and young people leaving care.	Desirable
An understanding and/or experience of supporting people to access and maintain stable and suitable accommodation.	Desirable
Awareness of the health needs and issues young people may be experiencing as they transition to adulthood. Ability to confidently support young people to access health services.	Desirable
Experience in undertaking risk assessments and safety planning for children, young people and/or vulnerable adults.	Desirable
<b>Skills Required</b>	<b>Essential / Desirable</b>

Ability to prioritise tasks, be accountable for own workload ensuring deadlines and targets are met.	Essential
Ability to undertake objective assessment, formulate clear plans of intervention and evaluate outcomes.	Essential
Plan work and meet deadlines.	Essential
Good communication skills, especially with young people. To support meaningful engagement with young people and develop working relationships with a wide range of partner agencies.	Essential
Commitment to young people's involvement and participation.	Essential
Good standard of record keeping and ability to produce clearly written reports.	Essential
Work with young people on positive aspects of change. The ability to work with young people to develop plans to support them in achieving their personal goals.	Essential
Work as part of a team.	Essential
Experience of working with and an understanding of the needs of UASC children and young people.	Desirable
Awareness of experiences and systemic issues that impact care experienced young people.	Desirable
Awareness of family and social systems as they affect young people.	Desirable
<b>Experience Required</b>	<b>Essential / Desirable</b>
At least two years working with adolescents, individually and/or in groups.	Essential
Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential