

Job Description

Job Title: 16-25 Personal Adviser

POSCODE: 333015578

Grade: 5/6/S01

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

- This post is defined by the Children (Leaving Care) Act 2000, and attendant guidance and regulation.
- The post holder will support and/or lead the assessment of needs for our Eligible, Relevant and Former Relevant young people to determine the level of advice, assistance, and support in their transition to independence, ensuring they are able to maximise their life chances.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

	Main accountabilities
1.	To assess the needs of young people in order to determine the level of advice, support and assistance they will require in making the transition to independence.
2.	To be responsible for the formulation, co-ordination, implementation, and review of Pathway Plans, which will identify how these needs will be met in order to maximise life chances.
3.	To support children in care in their preparation for independent living, including supporting with Pathway Planning, education and accommodation needs.
4.	To provide advice, guidance and practical and emotional support to care experienced young people individually and in groups.
5.	Support accommodation providers and provide them with advice, guidance and practical assistance required to enable them to provide good quality accommodation for young people.
6.	To facilitate the access to appropriate departmental resources and the resources of other agencies, partners and stakeholders to ensure plans are fully implemented.
7.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
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

Identify	Describe	Essential/ Desirable
Knowledge		
Tools and techniques	Experience of different approaches, methodologies, models and direct work tools when working with children and young people.	Essential
Benefits for 16/24 year olds.	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 16/24 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
Housing Issues	An understanding and/or experience of supporting people to access and maintain stable and suitable accommodation.	Desirable
Health Issues	Awareness of the health needs and issues young people maybe experiencing as they transition to adulthood. Ability to confidently support young people to access health services.	Desirable
Health and Safety	Experience in undertaking risk assessments and safety planning for children, young people and/or vulnerable adults.	Desirable
Skills		

Demonstrate ability to manage caseload.	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
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
Experience		
At least two years working with adolescents, individually and/or in groups.		Essential
Equality, Diversity and Inclusion	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	
Safeguarding	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.	

Disclosure level

What disclosure level is required for this post?	None	Standard
	<u>Enhanced</u>	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	<u>Hybrid</u>	Field	Remote	Mobile
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