

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 may be 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

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|--------------------------------------------------------------------------------------------------------------------------|-------|---------------|-------|--------|--------|
| 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 |
|--------------------------------------------------------------------------------------------------------------------------|-------|---------------|-------|--------|--------|