



## Job Description

Job Title: Personal Advisor

POSCODE: 948

Grade: I

### Overall Purpose of Role

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

### Main Accountabilities

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

	Main Accountabilities
1	To lead and coordinate service provision around the needs of young people working with issues such as resilience, self-esteem and confidence building, including being case responsible for young people aged 18+.
2	To participate in the provision of appropriate programmes for young people leaving care in conjunction with other Directorate staff and other agencies within the field. The goal of such programmes would be to assist young people to achieve the transition to adulthood, with particular emphasis upon their transition from being in care, to living independently in the community.
3	Under the supervision of a Practice Manager, undertake needs assessments of young people leading to the development of Pathway Plans that help to plan the transition to adult life and sets realistic targets and goals.
4	With other Personal Advisors, to plan and deliver training sessions on the Daily Living Project-to ensure that young people receive information and skills development designed to promote and support independent living. To take part in duty systems and drop-in sessions for young people to ensure that a service is available to young people as they require it.
5	To keep in touch with young people and to be a consistent and reliable source of advice and support to them. This will involve attendance at

	meetings and include visits to young people's home, education establishments, accommodation provision, prisons and courts.
6	Authoritatively and empathically challenge young people to help them avoid being without employment, education or training. This will involve liaison and joint working with independent and third sector providers.
7	Provide practical advice on budget management and use other professional networks to assist.
8	Maintain timely and accurate recording on the young person's file and other relevant records, to ensure that there is an accurate record of work undertaken with young people that they can understand and that assists other professionals working in partnership.
9	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs

**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 needed for this post

Qualifications Required	Subject	Essential/Desirable
A level standard qualification or equivalent by experience through working knowledge of complex legislation relating to looked after children and care leavers	GCSE standard in Maths and English	Essential

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

Identify	Details	Essential/Desirable
<b>Knowledge:</b>		
	Children (Leaving Care) Act 2000	

Knowledge of the legislation concerning looked after children and the responsibilities of Local Authorities towards Care leavers.	Children Act 1989	Essential
Knowledge to advise young people around budgeting, and to be financially accountable where appropriate	Personal knowledge/insight.	Essential
Knowledge of suitable education, training and employment opportunities for care leavers and how to engage young people in securing this type of opportunity or to learn what needs to be done.	Finding a way to know who to ask/find the information	Essential
Demonstrable understanding of the safeguarding agenda for children and vulnerable adults	Sexual exploitation, gangs, substance misuse, issues for young parents, Prevent agenda	Essential
Knowledge of the legislation and practice in relation to unaccompanied asylum seeking children and care leavers	Immigration Act , Human Rights Act	Essential
Knowledge of legislation and practice in relation to young adults	Housing, Education, Employment, Welfare Rights, Mental Health, Human Rights, Equality and Diversity	Essential
<b>Skills:</b>		
Able to	To be literate and able to write emails, case records and other reports using electronic case recording systems and software such as MS Word.	Essential
Able to	Ability to develop working relationships with family, carers, professionals & partner agencies. (Education, training,	Essential

	employment, accommodation, police, probation, prison, DWP, health, Emergency Duty Team etc).	
Able to	Ability to talk, listen to, and develop effective working relationships with young people, including those who may be difficult to engage or are challenging	Essential
Able to	Ability to set and deliver ambitious and aspirational targets for young people. A friendly, sympathetic, understanding and realistic approach, to the needs of young people, including in respect of disability and disadvantage	Essential
	Ability to work flexible hours as required to meet young people's needs, including some evening work and visits out of the county	Essential
	Ability to travel effectively between locations including transporting of young people on occasion	Essential
<b>Experience:</b>		
Substantial experience of working with children and young people up to the age of 21 and 25 if they are in higher education in a voluntary or Professional setting.	Youth work, housing providers, residential care	Essential
Experience of interagency work with young people who are homeless or have been in care	Youth work, housing providers, residential care	Desirable
Experience of being directly responsible for assisting young people (caseload responsibility)	Been made key worker with young people	Desirable
Have worked successfully in achieving outcomes for	Used to working with targets	Essential

young people under supervision.		
<b>Disclosure Level</b>		

<b>What DBS Level is required for this post?</b>	
None	<input type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input checked="" type="checkbox"/>

<b>Working Arrangements</b>
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What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	<input checked="" type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>