



JOB DESCRIPTION

JOB TITLE: PERSONAL ADVISOR

DEPARTMENT: PERMANENCE AND TRANSITIONS

GRADE: BAND 5

DIRECTLY RESPONSIBLE TO: DEPUTY MANAGER TRANSITIONS

Main Purpose of the Job:

To carry out duties of a Personal Advisor under the terms of the Children Leaving Care Act 2000.

To support care leavers living independently in the community.

To work in partnership with other agencies to ensure that young people leaving care receive the highest quality of service possible.

Main Duties:

To offer advice to young people who are in care where there is a Transition Plan for them to move to independent living placements and to work jointly with their Social Worker in preparing plans for their independence.

To offer and advice and Support to Young people who have left care.

To maintain regular contact with Care leavers and to offer direct support to young people to enable them to acquire practical living skills, and assist them with issues of accommodation, income, health, education and training.

To advocate on behalf of young people with other agencies and to assist the young person in developing their own ability to negotiate with agencies and others within their community.

To assist young people in maintaining relationships with their family and to develop positive relationships with their peers and other relevant people to increase their ability to understand the nature of relationships.

To ensure that plans for young people are reviewed and updated on a regular basis and to take a lead role in implementing their Pathway Plan

To keep up to date records and recordings in line with the Authority's policies and procedures.

To seek the views of young people on the service offered and to represent their views to the Authority

To work with other relevant teams/agencies and participate in relevant inter-agency forums

To be supportive to colleagues and be active and effective in the development of the team

To share skills, knowledge and experience with other team members in order to promote the development of self and others.

To participate fully in and contribute to regular supervision and your Personal Development and Review Plan

To assist in cover arrangements for colleagues who are absent.

To work to the requirements of The Children Act 1989 and The Children (Leaving Care) Act 2000 and other relevant legislation.

Any other duties commensurate with the grade as directed by the Line Manager, or as a mutually agreed development opportunity.



Standard Statements

HEALTH AND SAFETY

- To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for own Health and Safety and that of other employees.

EQUALITIES & DIVERSITY

- To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

CUSTOMER CARE

- To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery; to recognise the value of its people as a resource.

TRAINING AND DEVELOPMENT

- To identify own training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

POLICY

- To work at all times within the established policies and practices of the Council and Pennine Care NHS Foundation Trust, within the framework established by the Council Constitution and associated guidance.

CONFIDENTIALITY

- To adhere to the Council's policies and procedures on confidentiality and the management and sharing of information.

MULTI-AGENCY WORKING

- The CYPS is an Integrated multi-agency service and services to children and young people are delivered jointly by Trafford Council, Pennine Community Foundation Trust ,CMFT and GMP who are integrated into



MARAS. The above multi-agency arrangement is underpinned by a formal agreement and is characterised by joint management and governance arrangements. All services within the CYPS reflect a multi-agency approach to the delivery of services.

Disclosure of Criminal Background (if applicable)

All employers are required to check with the Disclosure and Barring Service, the possible criminal background of staff and volunteers who apply to work with, or will have access to information about, children and young people or vulnerable service users.

If it is a requirement of the post that such a check be undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place. Having a criminal record will not necessarily bar you from working within Trafford Children and Young People's Service. This will depend on the nature of the position and the circumstances and background of any offences.

Please note applicants refusing to sign the form or failing to disclose any convictions will not be progressed further.

Children, Families and Well-being Service is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



PERSON SPECIFICATION

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STAGE ONE: Disabled candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
NVQ level 3 child care/ social care or equivalent relevant qualification	A/I/C
2. Experience	
Experience of working with young people	A/I
Experience of inter-agency work	A/I

3. Knowledge	
Knowledge of The Children (Leaving Care) Act 2000 and The Children Act 1989	A/I
Knowledge of Every Child Matters and Care Matters legislation.	A/I
Understanding of the issues relating to Children in Care and Care Leavers	T/A/I
Understanding of Child Protection Issues	T/A/I
Understanding of Equality and Diversity Issues	A/I
4. Skills & Abilities	
Able to communicate effectively both verbally and in writing and to be able to maintain case files using an electronic social care record system.	A/I
Ability to support and give confidence to young people	A/I
Ability to work flexibly	A/I
Ability to work as a member of a team	A/I
Ability to maintain confidentiality	A/I
Ability to monitor and evaluate work	A/I
Ability to contribute to the development of the Team	A/I
Demonstrable commitment to equal opportunities and anti-discriminatory practice	A/I
Demonstrable commitment to user involvement	A/I
Enthusiastic and able to work on own initiative	A/I
Able to travel to meet the requirements of the post.	A/I
Able and willing to work flexible hours	A/I
Must have a driving licence and a car for use at work	A/I

STAGE TWO: Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
Qualification in Social Work Youth Work Qualification	A/I
2. Experience	
Experience of group work.	A/I
Experience of working with children in care or with other young vulnerable groups of young people.	A/I
3. Knowledge	
Housing and Benefit Legislation	A/I
4. Skills & Abilities	
Counselling Skills	A/I
Mentoring Skills	A/I

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,

P = Presentation, **T** = Test, **AC** = Assessment centre

Updated Feb 2010 - JK