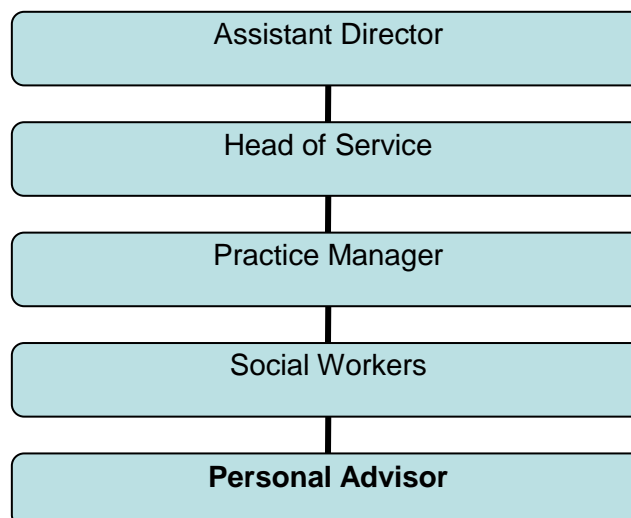


**ROCHDALE BOROUGH COUNCIL**  
**JOB DESCRIPTION**

<b>SERVICE:</b>	<b>CHILDREN'S SOCIAL CARE</b>
<b>SECTION:</b>	<b>CARED FOR CHILDREN SERVICE</b>
<b>LOCATION:</b>	<b>FASHION CORNER, 57-59 DRAKE STREET, ROCHDALE</b>
<b>JOB TITLE:</b>	<b>PERSONAL ADVISOR</b>
<b>Grade:</b>	6
<b>Accountable to:</b>	Cared for Children Practice Manager
<b>Accountable for:</b>	None
<b>Hours of Duty:</b>	37 hours in accordance with the Scheme of flexible working arrangements/Service Work Life Balance scheme
<b>Any Special Conditions of Service:</b>	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.</p> <p>Requirement to travel within and outside the borough. For car owners, casual user allowance available.</p> <p>Appointment to this post is subject to enhanced Disclosure and Baring Service and background checks</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

**ORGANISATIONAL CHART**



## **PURPOSE AND OBJECTIVES OF THE JOB**

To work within the Cared for Children Team to provide support and assistance to young people preparing to leave care and meet the responsibilities of the Local Authority for young people 16 years and over who have entitlement under the Children Leaving Care Act (2000).

### **Control of Resources**

#### **Personnel**

To be responsible for the direction, support and motivation of self.

#### **Financial**

To work in accordance with the financial regulations and procedures of the Authority. To assist in organising and facilitating financial payments to care leavers which have been agreed by the Practice Manager including the supervision of spending and agreed payments.

#### **Equipment/Materials**

To be responsible for the safe use, control and maintenance of equipment/furniture/materials used by the post holder.

### **Health/Safety/Welfare**

Responsible for the health, safety and welfare of self and others in accordance with Council Policies and procedures.

### **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

### **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Council's Policies.

### **Relationships (Internal and External)**

Colleagues across the Council, elected members, Partner Agencies, voluntary sector, service users, carers and local community groups / organisations.

### **Responsibilities**

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

## **Values and Behaviours**

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

## **Principal Duties**

1. To fulfil the requirements of the Children (Leaving Care) Act 2000, having case holding responsibility for some young people and joint working others.
2. To participate in the review of Pathway plans of young people until they are 18 years of age and implementation and revision of the pathway plan following the young person's 18<sup>th</sup> birthday.
3. To support young people in successfully leaving the care of the Local Authority, promoting independence, providing practical support and maximising life opportunities.
4. To make all necessary representations and undertake where necessary advocate on behalf of a care leaver to ensure their needs are met, entitlements are claimed and their Pathway plan is implemented.
5. To co-ordinate the provision of services identified via the Pathway Plan for young people over the age 18 and take all reasonable steps to ensure the young person makes use of such services.
6. To keep informed of the young person's progress and circumstances and take positive steps to 'keep in touch' with former relevant young people and to report appropriately.
7. To take necessary action to address any safeguarding concerns.
8. To maintain electronic records, documents, correspondence and forms in accordance with service standards
9. To establish and maintain links with range of Health, Education, Employment, Training and Housing providers.
10. To promote young people involvement in their own planning and in the delivery of services.

## **Secondary Duties**

1. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
2. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Anthony Decrop</u>	Date	<u>October 2014</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
Service Director	<u></u>	Date	<u></u>

**Rochdale Borough Council  
Person Specification**

<b>Service :</b>	<b>Children's Social Care</b>	<b>Post:</b>	<b>Personal Advisor</b>
<b>Section :</b>	<b>Cared for Children Service</b>	<b>Post Number :</b>	<b>CSCCFCCL1003</b>
<b>Job Ref:</b>	<b>RO-11948</b>	<b>Grade:</b>	<b>6</b>

**Note to Applicants:**

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW** YOU HAVE to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you. If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a) Qualifications and Experience</b>		
1 What experience of developing positive working relationships with vulnerable young people who may be in crises and in difficult circumstances do you have?	<b>E</b>	<b>AF and I</b>
2 What experience in engaging young people in problem solving and planning do you have?	<b>E</b>	<b>AF and I</b>
<b>(b) Skills and Knowledge</b>		
3 What is your awareness of the statutory processes affecting outcomes for Cared 4 Children and Care Leavers?	<b>E</b>	<b>AF and I</b>
4 What is your awareness of the Local Authority's statutory responsibilities relating to vulnerable children and young people?	<b>E</b>	<b>AF and I</b>
5 What knowledge of the Children Leaving Care Legislation do you have?	<b>E</b>	<b>AF and I</b>
6 What is your knowledge of the independence training and preparation?	<b>E</b>	<b>AF and A</b>
7 How would you respond both positively and professionally to young people including at times of crisis?	<b>E</b>	<b>AF and I and A</b>
8 What abilities to effectively communicate verbally, electronically and in writing to young people, colleagues and health, education and housing partners do you have?	<b>E</b>	<b>AF and I and A</b>
9 What abilities to assess independence readiness, assess needs and develop plans to address identified needs do you have?	<b>E</b>	<b>AF and I</b>
10 What abilities do you have to prioritise your own workload and ability to work to a tight deadline?	<b>E</b>	<b>AF and I</b>
<b>(c) Behaviours and Values</b>		
11 Approach the job at all times using the values set out in the Rochdale Way: <ul style="list-style-type: none"> <li>Valuing our people</li> <li>Focusing on customers</li> <li>Acting with integrity</li> <li>Using time and money wisely</li> <li>Working together</li> <li>Always learning and improving</li> </ul> Please confirm you are willing to adhere to these values and behaviours.	<b>E</b>	<b>AF and I</b>

<b>Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
12 If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	<b>D</b>	<b>AF and I</b>
13 If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	<b>D</b>	<b>AF and I</b>