

Job specification



Job title: Personal Advisor

Service: Leaving Care Team

Grade: G7

Reporting to: Jane Vickers

Your job

To work as part of a team to provide support to Young People 16- 25, preparing to leave care and be responsible for their support post care.

To ensure that young people are living in suitable accommodation, engaged in work, training or education and that they are not socially isolated. Work as part of a multi-disciplinary team ensuring Care Leavers have appropriate benefits, accommodation and are supported with independent living. Encourage and support young people to fulfil their aspirations in life. Ensure that children and young people in Wigan receive the help and support that they require in order to be provided with optimal life opportunities, adhering to all relevant policy, procedure and legislation. The post holder will fulfill all the statutory responsibilities of the Personal Advisor in line with the Children Leaving Care Act 2000.

Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an ongoing basis you will:

- Work with children, families and young adults, ensuring that their wishes and feelings are given due regard in their planning and review processes.
- Provide assistance to care leavers to enable them to have a smooth transition into adulthood; helping them with a range of practical, personal and social support as needed and help young people contribute to the local community in line with the Wigan Deal.
- Demonstrate a young adult centred approach whilst valuing diversity and respecting difference.
- Challenge where care leavers are discriminated against on whatever basis race, class, age, gender, sexual orientation.
- Respond appropriately in crisis situations whilst managing planned work.
- Provide needs led support to young people once they have left care by offering a range of individual or group work sessions designed to improve their life skills, relieve social isolation and enhance peer group support.
- Maintain positive links with colleagues in other services including housing, health, education, training, and employment to promote choice and good quality services for young people.
- Help young people plan for their future by developing their pathway plan with them and updating it for every review in line with statutory guidance or in response to need.

- Participate in the daily duty and drop in provision as per the rota.
- Work intensively with a mixed case load of Eligible, Relevant, Former Relevant and Qualifying young people.
- Ensure all records of work, paper and electronic are up to date, comply with legal and departmental requirements and are of a high standard.
- Attend statutory departmental reviews and multi-agency meetings which may require the preparation of detailed reports.
- Ensure that young people are placed at the heart of the service and are treated courteously and fairly and consulted on all aspects of their service provision.
- Work flexibly and creatively to engage and empower young people leaving care and progress effective planning. This includes supporting them to chair their own review meetings.
- Ensure young people are made aware of the complaints process and advocacy services to ensure that their views are heard.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:-

- To hold a Child Care Qualification at NVQ level 3 award or equivalent
- A working knowledge of young people's entitlement to benefits and allowances through both the Local Authority and the Benefit agency.
- The confidence to contribute to multi agency meetings across both Children and Adult Social Care working towards meeting the best interests of young people and having a focus on safeguarding.
- A good knowledge of leaving care legislation and how this impacts on services for care leavers and also an understanding of Adult Social Care when young adults have additional needs.
- An understanding of the challenges faces by asylum seekers and the legislation around this.
- The ability to work with resistance, challenging behaviour and complex needs.
- To have the confidence to challenge process and services where they are not meeting the needs of care leavers.
- The ability to work on your own initiative, work under pressure and meet required deadlines.
- Proven experience in a relevant field e.g Leaving Care Team, Youth work, Children's Residential, Teaching etc.
- To work as part of a team and as an individual, with an innovative approach to recognising problems and providing solutions.
- A willingness to undertake training and development.
- To build trusting relationships with Young People, championing the rights of Care Leavers.
- Support the development of performance management frameworks that reflect the principles of the Deal for Children and Young People and the Be Wigan Behaviours.
- Build strong relationships with partners to deliver the Deal for Children and Young People and support the delivery of wider strategy such as Deal for communities and Health and wellbeing.
- A good knowledge and understanding of IT systems.
- The ability to produce required reports and records to a good standard.

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Be Kind... be helpful, generous and thoughtful towards yourself and others

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough