**TAMESIDE METROPOLITAN BOROUGH COUNCIL**

**CHILDREN’S SERVICES**

**JOB DESCRIPTION**

**BUSINESS UNIT – LEAVING CARE SERVICES**

**DATE:** 1st AUGUST 2021

**GRADE SCP:** GRADE G

**POST OBJECTIVE:** To provide support, advice and guidance to young people leaving care

**Main Duties and Responsibilities:**

1. To work within statutory guidelines and the departments guidelines relating to young people leaving care including asylum seeking children and young people.
2. To take part in the office based duty system.
3. To undertake direct work with young people and others who are relevant in their lives.
4. To implement child protection procedures where children and young people may be at risk.
5. To work with children and young people to maximise their involvement in community based activity that will benefit them into adulthood.
6. To assist young people by liaising with other agencies on their behalf
7. To ensure the young person’s wishes, views and feelings are taking into account in all matters relating to them and providing advocacy where needed.
8. To offer support and attend all forums in planning for education, training, employment, accommodation, housing, and health services.
9. To respect and promote the needs of each young person arising from their religious and cultural background, supporting needs arising from any disability and respect their sexual needs and preferences.
10. Maintaining files in accordance with policy.
11. Promote awareness of safe care and protection and to raise awareness of the risks of all forms of exploitation.
12. To attend supervision, team meetings, training and functions that may be arranged.
13. To plan, attend and carry our pathway plan assessments and visits in accordance with statutory guidance and departmental procedures.
14. To follow and implement the recommendations of Statutory Reviews of Pathway Plans.
15. To organise and facilitate group with children and young people and to support others to do so.
16. To contribute to the development of the service.

**TAMESIDE METROPOLITAN BOROUGH COUNCIL**

**CHILDREN’S SERVICES**

**PERSON SPECIFICATION**

**DIVISION: LEAVING CARE SERVICES**

**DESIGNATION: PERSONAL ADVISOR**

**PERSONAL REQUIREMENT OF A SUCCESFUL POST HOLDER: CATEGORY**

1. **Educational standards/qualifications/membership of professional**

**Institutes**

NVQ Level 3 Care of children and young people/NNEB/BTEC E

1. **Specialised Training**

Anti-discriminatory Practice. E

Child Protection. D

Working with families where there are substance abuse concerns. D

Impact of Domestic Abuse on children and young people. D

1. **Experience**

Working with Cared for Children and Care Leavers. E

Direct work with children and young people in their homes. D

Application of Child Protection procedures. E

Use of information technology. E

1. **Key Skills**

Needs Assessment E

Ability to communicate effectively with children and families, colleagues

other professionals. E

Administration, organising, planning, recording . E

Prioritisation of children and young people’s needs. E

Promotion of anti-discriminatory and anti-oppressive practice. E

Observation and analysis of interactions. E

Empathetic approach in engaging parents and families under stress

and experiencing loss. E

1. **Key Knowledge**

Child development and attachment theory. E

Networks and resources and available to children and young people

and their families. D

Principles of effective assessment and child planning. E

Understanding of Care Planning and Court process E

Child Protection Procedures E

Development and promotion of evidence based practice D

1. **Key Aptitudes and Personal Qualities**

Commitment to joint working E

Flexibility to working methods and open to change E

Willingness to learn and desire for professional development E

Open and honest approach E

Clear thinking E

Assertive and able to challenge respectfully E

Objective and non-judgemental E

Motivated, able to enthuse others and develop innovative methods E

Committed to achieving the required practice standards E

Respect for children and young people’s individual rights E

Awareness of issues surrounding race, gender, sexuality, culture, disability E

Ability to fulfil all spoken aspects of the role with confidence through

the medium of English E

**FOR INFORMATION**

**CATEGORY**

**E:** Essential requirement without which the candidate will be unable to carry out the duties of the post**.**

**D:** Desirable criteria, that would normally assist the candidate to carry out the duties and tasks more efficiently than ones who do not have the qualifications, training, experience etc.