

Aftercare Worker

Role

Service: Children's Services

Band: Band 5

Reporting to: Service Manager for Aftercare

Responsible for: n/a



TRAFFORD
COUNCIL

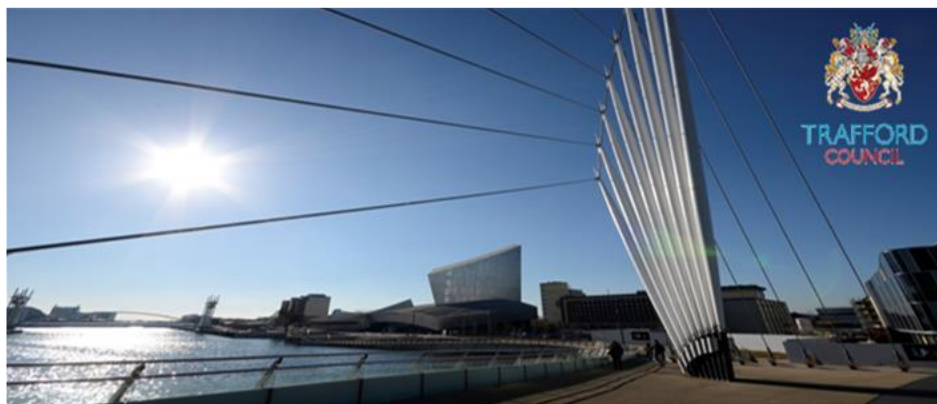
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities prosper

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

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

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

In Early Help & Children's Social Care, we are committed to delivering the right support at the right time, first time, and in the most effective way for children and families who need support. We aim to use the least intrusive approaches possible to safely ensure children grow up in an environment where they are safe, happy, have positive and secure relationships and are able to fulfil their potential

Your Main Priorities

- 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

Key duties

- To provide a purposeful, professional social work service within a multi-agency team to children in need and their families, including the assessment of their needs, in accordance with statutory requirements and within the service procedures/guidelines.
- 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

About You

Qualifications and Professional Development

- NVQ level 3 child care/ social care or equivalent relevant qualification

Experience and Knowledge

- Experience of working with young people
- Experience of inter-agency work
- Knowledge of The Children (Leaving Care) Act 2000 and The Children Act 1989
- Knowledge of Keep on Caring Strategy

- Understanding of the issues relating to Children in Care and Care Leavers
- Understanding of Safeguarding Issues
- Understanding of Equality and Diversity Issues
- Values based

Skills and 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.
- Ability to support and give confidence to young people
- Ability to work flexibly
- Ability to work as a member of a team
- Ability to maintain confidentiality
- Ability to monitor and evaluate work
- Ability to contribute to the development of the team
- Demonstrable commitment to equal opportunities and anti-discriminatory practice
- Demonstrable commitment to user involvement
- Enthusiastic and able to work on own initiative
- Able to travel to meet the requirements of the post.
- Able and willing to work flexible hours
- Must have a driving licence and a car for use at work

Special Conditions

- Enhanced DBS required
- Car User
- Out of hours evening and weekend work, if required
- Willingness to travel outside of the Trafford area, if required

Date prepared/revised:

Prepared/revised by:

Job Evaluation:

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 your 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 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, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.