

JOB DESCRIPTION

TITLE:	Leaving Care Personal Adviser in Care Leavers Team
DEPARTMENT:	People
DIVISION:	Children Services
UNIT:	Care Leavers Team
RESPONSIBLE TO:	Team Manager
GRADE:	L6

PURPOSE OF POST:

To provide a leaving care statutory service to young people not currently looked After by the Children's as well those over 15 year olds who are in care.

About the Job:

The candidate will act as a leaving care adviser. You will work with a caseload of young people completing their pathway plans with them, enabling young people to transition successfully into adulthood.

Your core focus will be to work with young people, enabling them to develop independence skills, work closely with partner agencies to support them into education, employment and training.

You will work with partner agencies to support them secure and maintain accommodation.

You will provide care leavers with practical and emotional support, giving high quality advice and guidance linking young people with more specialised support where appropriate.

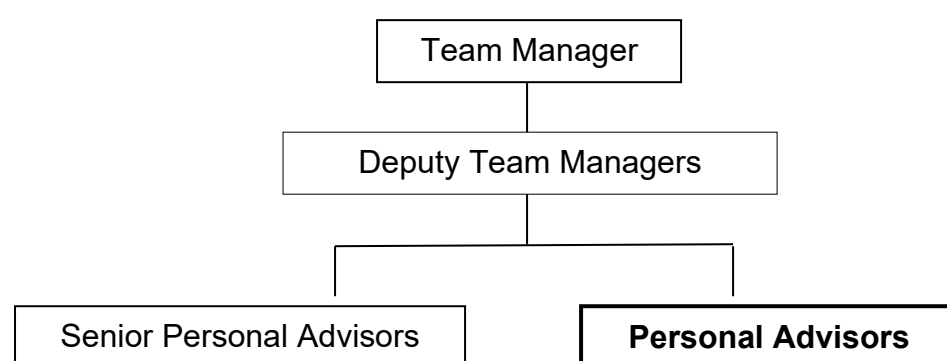
You will be committed to working in a multiagency manner, thus providing quality services and outcomes for young people, as they transition into adulthood and independent living.

You will be a skilled communicator enabling you to build up effective working relationships with a variety of young people from different backgrounds.

The role may also at times involve supporting and leading Group Work sessions, including our weekly forum with our care leavers, and encouraging and developing the participation of young people in shaping the services we deliver.

The ideal candidate will have at least two years experience of working with young people aged 15 – 25. Understanding of some of the key issues facing young people for example housing, benefits , education, training or employment would also be highly desirable.

ORGANISATIONAL CHART:



PRINCIPAL RESPONSIBILITIES:

1	To work with young people to undertake needs assessments and to create and review pathway plans as defined in the children (leaving care) Act 2000. This will ensure that their needs are identified and a plan put in place to meet them.	20%
2	To support young people making the transition to adulthood and fulfilling their potential in relation to social and educational opportunities. To maximise the potential of the young person potential in these areas. This involves travelling within Luton and outside Luton to visit to see them in their place of residence.	20%
3	Effectively manage a caseload to ensure that all departmental and statutory procedures and requirements are met.	20%
4	Provide services, advice and continuing support to young people moving into their supported accommodation. To give the young people every chance of success when they move into independence.	15%
5	Participate in duty desk rota for Young People so that enquiries can be dealt with promptly.	10%

6	To undertake all administrative duties in accordance with departmental procedures ensuring that accurate and appropriate records on all work undertaken is recorded within the Departmental database.	5%
7	Follow the equal opportunities policies and principles and promote anti-oppressive practice. This will ensure that the young people will be dealt with in a non-discriminatory manner.	5%
8	Represent the department in appropriate meetings and forums. To ensure that the department is represented in an appropriate professional manner.	5%
9	To be responsible for promoting and safeguarding the welfare of young people and those who you come into contact with; responding to and reporting any concerns about the welfare of a child promptly in line with local and national guidance on safeguarding children.	5%

DIMENSIONS:

CONTEXT:

This post will primarily focus on the support of young people who are classed as care leavers under the present legislation; however there will be occasion when the post holder will be work with young people who remain "Looked After" by the Local Authority

Physical Effort

N/A

Working Environment

The role is office based at the 16+ Office and set within the 16+ team.
The post holder will need to attend occasional meetings at other locations.

DBS

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification: Personal Advisor

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Critical (C):- essential criteria which must be met

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	In-depth experience of working with vulnerable young people.	1, 2	Some demonstrable knowledge of child care & child development.	1, 2

Skills/Abilities	Able to communicate clearly and appropriately with young people, colleagues and staff in other agencies	1, 2		
	Ability to maintain accurate records and co-ordinate effective support for young people	1, 2		
	Ability to word process documents and to use and maintain spreadsheets and databases	1, 2		
	Ability to write comprehensive reports and assessments.	1, 2		
	Able to exercise judgement and initiative within designated areas of responsibility	1, 2		
	Ability to meet conflicting work demands deadlines and targets.	1, 2		
	Applicants for this public-facing post will need to demonstrate the ability to converse, and provide effective help or advice, fluently in spoken English	1, 2		
Equality Issues	Able to demonstrate an understanding of the effects of discrimination on service delivery and on the people you are working with.	1, 2		
Specialist Knowledge	Able to demonstrate an understanding of the legislation relating to Care Leavers and their entitlement to service.	1, 2		
Education and Training	Willingness to undertake further training in general with a focus on the specific area of Young People.	1, 2	Qualification in working with young people	1, 2, 4
Other Requirements	Able to travel outside and within the Borough.	1, 2		
	Willingness to work flexible hours in cases of emergencies.	1, 2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & General Data Protection Regulation (2018)
- (iv) GCSx Acceptable Usage Policy (where applicable)