

DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Personal Advisor
<u>GRADE :</u>	Grade M
<u>JOB EVALUATION NO.</u>	B1692
<u>REPORTING RELATIONSHIP</u>	Reporting to Team Manager (Leaving Care Services)
<u>JOB PURPOSE :</u>	To provide appropriate assessment of needs for young people who are preparing to leave care and the development of an effective Pathway Plan to help meet these needs. To provide a 'flexible' service, outside normal hours where necessary, to help achieve the objectives of the department. To fulfil all aspects of Children Leaving Care Act (2000).
<u>POST NO.</u>	D12602
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To provide advice and support to young people who are eligible, relevant and formerly relevant under the Children Leaving Care Act 2000.
2. To work directly with each young person leaving care to ensure that an agreed pathway plan is in place.
3. To ensure that pathway plans are carried through within allocated budgets.
4. Ensure effective liaison with all relevant partners to ensure that Leisure, Health, Education, Training Employment and Accommodation issues can be addressed appropriately.
5. To plan, develop and deliver all aspects of the services as may be required by line management.
6. Respond effectively to the needs of care leavers living independently. Maintaining contact with care leavers until the age of 21 years where required.
7. To provide, negotiate or commission effective service responses to an individual young person's needs, which also meet their expressed wishes.
8. To ensure ongoing evaluation and review of individual cases.
9. Consult and involve young people in the development of services.
10. To facilitate and encourage group work, determining and evaluating outcomes.

11. Promote and develop areas of best practice and contribute to the overall development of the services.
12. Ensure motivational aspects of being a team member and young persons advisor are maintained.
13. Contribute to training requirements of the team and the department as required.
14. Access and make positive use of all relevant training as required by the Team Manager via supervision and the Department's Personnel Development Plans.
15. Positively embrace all elements of new guidance and promote user involvement in such tasks.
16. Advise the Team Manager of issues arising from practice, which affect policy and planning.
17. To co-ordinate these services and encourage and motivate young people to engage with these services.
18. To maintain records and documentation regarding all work undertaken and to be accountable for the work, including the collection of information for management.
19. Ensure confidentiality is maintained at all times.
20. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
21. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
22. Carry out your role in line with the Council's Equality agenda.
23. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
24. Any other duties of a similar nature related to this post that may be required from time-to-time.
25. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
26. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
27. This post has a high level of contact with, and responsibility for, children
28. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: December 2018

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CHILDRENS AND ADULTS SERVICES
PERSONAL ADVISOR
POST NO. D12602

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	NVQ Level 3 or equivalent. Relevant child care qualification i.e BTEC	E	
2	Professional qualification, DipSW		D
3	Equivalent teach or youth work qualification, PQI, Child Care Award		D
Experience & Knowledge			
4	2 Years' experience of direct work with adolescents	E	
5	Working knowledge of Children Leaving Care Act	E	
6	Knowledge of assessment of the needs for young people leaving care	E	
7	Child protection procedures		D
8	C-working cases		D
9	1989, Children Leaving Care Act 2000		D
10	Adolescent development, Housing & Training legislation		D
11	Further Education and Employment issues. Networking and liaison skills		D
Skills			
12	Ability to communicate and form positive relationships with young people and inter agency partners	E	
13	An understanding of the needs of young people and adolescent development	E	
14	Ability to work successfully as part of a team	E	
15	Ability to act as an advocate for young people in their involvement with other agencies	E	
16	Ability to organise and prioritise own work with minimum supervision	E	
17	Ability to communicate both orally and in writing to a range of audiences	E	

	Personal Attributes		
18	To be able to critically assess and evaluate/modify one's own practice	E	
19	To maintain professional standards	E	
20	To remain approachable and conscientious	E	
21	Promote cultural diversity	D	
	Special Requirements		
22	Flexible approach to working arrangements	E	
23	Capable of independent travel to carry out the requirements of the post	E	
24	Interest in working with children to promote their development and educational needs	E	
25	Ability to form and maintain appropriate relationships and personal boundaries with children	E	
26	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E	
27	Suitability to work with children	E	