



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### JOB DESCRIPTION

**POST TITLE:** Personal Advisor- Integrated Children Looked After Service

**GRADE:** Band 6

**RESPONSIBLE TO:** Practice Manager - Leaving Care Team

**RESPONSIBLE FOR:** The delivery of direct work, interventions and practical support to, young people in and leaving care, in response to identified need.

The role will provide support and interventions to young people in, or leaving care age 16-25. The personal advisor will case hold young people over 18, carrying out assessment of need and providing practical and emotional support based on the assessment and subsequent pathway plan. The role will also provide support and intervention to young people requiring a service in line with the Southwark judgement.

As a personal adviser you will work independently, providing direct support and interventions to young people under direction and support of the senior social worker and/or team manager. You will also have access to practice guidance and support from social workers & senior social workers. You will also fulfil the role and responsibilities of Personal Adviser to young people over the age of 18 that have left care as well as building relationships and offering support to those age 16 and 17. The role will require a flexible approach to providing support to young people outside of office hours as required.

### Overall Objectives of the Post:

1. To provide a high standard of support to young people 16 - 25, in and leaving care to improve their life chances, safety, accommodation needs, education and employment, finance and independence skill.
2. To engage with young people, to carry out assessment of need, complete pathway plan and offer advice, guidance and support with the outcome of raising aspirations for young people 16-25, in and leaving care.
3. To work in partnership with colleagues from other agencies to develop and deliver coordinated support packages for young people 16 - 25, in and leaving care.
4. To help ensure the service works in partnership with young people ensuring their voices are heard and valued and that they have the opportunity to influence service delivery.
5. To help ensure the team / service works in partnership with colleagues from other agencies from the statutory, voluntary and community sectors to develop and delivered coordinated packages of support that provide a positive journey through intervention and support for the young person.
6. To support young people who are homeless or at risk of homelessness following an assessment of need.
7. To ensure that a customer and user focus results in professional judgements that promote and are respectful of culture, language, ethnic origin, faith, gender, sexual orientation and disability, so that rights and responsibilities are respected.

### **Key Tasks of the Post:**

1. To undertake the function of the personal adviser as set out in The Children Act 1989 Guidance and Regulations Volume 3: Planning Transition to Adulthood for Care Leavers.
2. To provide structured and individual support to young people, using the pathway plan process to create individual plans with agreed targets and aspirations.
3. To engage young people in decision making about their future, ensuring that they are at the centre of the service and are treated fairly and with respect.
4. To ensure that all young people are assessed and supported to achieve higher levels of independent living skills.
5. To undertake 1:1 and group work with young people, aimed at increasing their skill level.
6. To respond appropriately to crisis situations, re-scheduling planned work as necessary and making immediate decisions if required.
7. To liaise with partners and other services to ensure that young people are provided with a full range of choices and options.
8. To participate in duty and any drop in facilities as rostered, this may include weekends.
9. To ensure that young people, including those that are living out of the borough are seen regularly.
10. To maintain accurate records of all work and interventions, complete information for statutory returns, producing reports as required and ensuring the Council's ICT system is up to date.
11. To work within the Council's scheme of delegation and authorisation.
12. To prepare for and attend supervision with the team manager and participate in an annual appraisal/EPM; taking responsibility for personal and professional development.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees. All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: TJ/LK/CL

Date: 24.07.20