



Job Profile

18+ Support Officers

Grade H

Group: Care, Wellbeing & Learning

Service: Children & Families, Looked After Children and Care Leavers

Location: Civic Centre

Line Manager: Team Manager

Car User Status: Casual

Job Purpose

To act as lead professional/key worker for an agreed caseload responsible for the delivery of effective and timely interventions to young people leaving care in accordance with current legislation, guidance, procedures and priorities. To promote safeguarding arrangements, assessments, preparation and planning for care leavers making the transition to adulthood and to help them overcome any barriers so that they can achieve their potential.

The key roles of this post will include:

1. To undertake needs assessments in line with agreed policies, procedures and guidance.
2. To develop, formulate, implement, maintain and review pathway plans in line with agreed service policies and procedures.
3. To provide advice (including practical advice) and support to Care Leavers in relation to their entitlements.
4. To ensure all allocated cases are subject to appropriate review in relation to individual need and local and national policy and legislation and that the views of young people and their families are sought in advance of any formal meetings and to support their full contribution and engagement in assessment, planning and review processes.
5. To promote the education and aspirations of looked after children and young people leaving care.
6. To ensure that record keeping and report writing is timely and accurate and fully compliant with the Council's recording systems and evidences the voice of the young person and their journey.



7. To participate in such activities as directed by the team manager that contributes to the ongoing review and improvement of practice and service standards within a culture of learning and continuous improvement.
8. To take responsibility for ensuring individual practice is subject to continuous improvement and meets with local and national professional standards, including attending training and professional development events and activities relevant to the role.
9. To develop and embed multi-agency and multi-disciplinary approaches so that looked after children and care leavers receive holistic interventions that promote a positive journey through intervention and support.
10. To work within the Councils scheme of delegation and authorisation and ensuring that all recommendations and decisions are brought to the attention of the designated manager.
11. To work flexibly in order to meet the demands of the service.
12. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Possess a sound demonstrable understanding of human growth and development. In particular being competent in understanding the insecurities faced by looked after children as they make their transition to adulthood.
- A working knowledge of the range of issues that care leavers might expect to face as they make their transition to adulthood and the legal framework affecting care leavers (in particular the 1989 Children Act and Children (Leaving Care) Act 2000 and related Regulations).
- An understanding of and ability to apply relevant legislation and guidance
- Demonstrates working with others and behaving in a way that respects the rights of others, takes into account their needs and is not discriminatory

Experience

- Working in a statutory children and families social care setting
- Assessing children and their families
- Assessment, analytical report writing and communication skills
- Experience of working with a range of professionals.
- Effective communication skills
- Current Driving licence and access to a car or means to mobility support.

Qualifications

- A relevant level 3 qualification, or equivalent, in Social Care, or support children and young people.

Desirable:

Experience

- Work with child protection
- IT skills
- Experience of safeguarding and working with looked after children & young people

Qualifications

- Continuing professional development demonstrating a good knowledge of the issues relating to looked after young people and care leavers.
- HND or degree, or equivalent, in a related area.



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences