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| **Job Description** | |
| **Post title** | Young Person’s Advisor (Leaving Care) |
| **JE Reference No** | A5511 |
| **Grade** | Grade 7 |
| **Service** | Children and Young People’s Services |
| **Service Area** | Children’s Social Care - Looked After & Permanence Service |
| **Reporting to** | Social Work Consultant (Young People’s Service) |
| **Location** | Your normal place of work will be Council Offices, Green Lane, Spennymoor, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The Young People’s Service supports Looked After young people, young people leaving care between the ages of 15 and 25, and young people aged 16+ who are assessed as being in need.

The post holder will undertake the duties of a Young Person’s Advisor as set out in the Children (Leaving Care) Act 2000 with responsibility for a caseload of young people.

The post holder will work closely with each young person, their carers, and a range of agencies such as housing, education and training providers, to support the young person’s transition to adulthood. Ensuring the young person is safeguarded and supported to achieve their goals and aspirations, including a home, education, training, or employment, financial independence and strong social networks.

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| **Duties and responsibilities** |

To fulfil the role of a Young Person’s Advisor as set out in the Children (Leaving Care) Act 2000.

Listed below are the responsibilities this role will be primarily responsible for:

* Hold case responsibility for young people whose assessed needs are commensurate with the grade of the post in terms of their complexity.
* Work in partnership with young people to monitor and review their individual pathway plans.
* Undertake planned and outcome focused direct work with young people individually and in group work to support each young person to reach the goals set out in their pathway plan including:
  + Developing and enhancing skills for independent living, including managing finances.
  + Finding a home.
  + Accessing and sustaining appropriate education, training and employment opportunities.
  + Ensuring financial support.
  + Developing a healthy lifestyle and accessing appropriate health services and health promotion services.
  + Sustaining relationships with family and friends, and participating in hobbies, leisure and social activities.
* Build positive and effective working relationships with young people. Maintain an awareness of each young person’s wellbeing and progress through regular contact. Take reasonable steps to re-establish contact if this is lost.
* To work proactively and creatively with professionals from within Durham County Council and with partner agencies from the statutory, voluntary and independent sector to ensure each young person has access to resources and services. Act as an advocate for young people where required.
* To promote and encourage full involvement, consultation and participation of young people in the development and delivery of the service.
* Ensure accurate records are maintained which reflect decision making. Prepare and present reports where appropriate.
* Support the team manager and social work consultant to manage risk in relation to young people.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety Policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal change to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information during the course of their work and follow the council’s policies and procedures in relation to data protection and security of information.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Level 3 qualification in a relevant children’s services field or equivalent. * Evidence of continuous professional development. | * Level 4 or higher qualification in Education/Social Care/Social Work/Community Engagement or Health |
| Experience | * Significant experience of direct work with young people (teenagers) in a social care, health, education, housing or youth and community setting. | * Direct work with teenagers in a youth work or social care setting e.g. children’s home * Delivering group work. * Working in partnership with other agencies. |
| Skills & Knowledge | * Able to form positive and effective working relationships with young people. * Able to network, negotiate and advocate on behalf of young people. * Encourage young people to have a voice and get involved. * Good communication skills including listening and writing clearly. * Able to keep accurate records. * Information Technology skills. | * Knowledge of organisations and resources provided by the statutory, voluntary and independent sector for young people. * Knowledge of adolescent development and the needs of young people. * Working with young people to help them solve problems. |
| Personal Qualities | * Enthusiasm for working with young people to achieve positive outcomes. * Commitment to promoting equality and diversity. * Emotionally resilient, able to deal with emotional distress and challenging behaviour, including aggression in a calm and controlled manner. * Able to work on own initiative, to organise workload, achieve deadlines and work under pressure. * Able to work as part of a team. * Able to work flexible hours. * Full current driving licence or access to a means of mobility support. | * Able to reflect on own professional practice. |