

BRIGHTON & HOVE CITY COUNCIL

Job Description

Job Title: Leaving Care Personal Adviser

Reports To: Pod Manager

Directorate: Families, Children & Learning

Section: Safeguarding

Purpose of Job:

- To safeguard and promote the welfare of Former Relevant young people aged 18-25 years and contribute to improved outcomes during their transition from living in care to adult life in accordance with Children Act 1989, Children (Leaving Care) Act 2000, Planning Transitions to Adulthood Regulations 2010 and "Care Leaver Regulations" 2014.

Principal Accountabilities:

- Provide and promote access to services in accordance with Brighton & Hove Council's Equalities principles and promote anti-discriminatory practice with young people who may face disadvantage.
- Be the statutory allocated worker for a number of 18-25 year old Former Relevant young people taking responsibility for case planning, risk management and case reviews.
- Ensure that by effective risk assessment and risk management safeguarding principles for vulnerable young people are met.
- Where the care leaver is a parent ensure that safeguarding of their child is paramount.
- Ensure that statutory duties are carried out to required standards and timescales in accordance with the relevant legislation and related regulations and guidance. This includes Pathway Plan Reviews and statutory visiting requirements.
- Ensure that data is consistently and accurately inputted to Carefirst in a timely manner and that young people's case records are kept up to date.
- Support and encourage young people for whom the Personal Adviser is the statutory worker to:
 - maintain their accommodation

- engage in education, training and employment opportunities
 - acquire budgeting and life skills
 - live a healthy lifestyle and access health services
 - make positive use of community and leisure services
 - promote family links where appropriate
 - be aware of their responsibilities as citizens
- To promote the active involvement and participation of young people in the development, delivery and review of service provision.
 - To plan and deliver flexible packages of support with young people and ensure that they are regularly monitored, evaluated and reviewed.
 - To contribute to the collection of data that will demonstrate and evaluate the performance of the Team and improving outcomes for young people.
 - To work in partnership with the statutory, voluntary and private sectors in order to maximise the service delivery to and positive outcomes for young people.
 - To participate in team meetings, regular supervision and appropriate training, and to keep up to date with developments relevant to this area of work.
 - To adhere to Brighton & Hove City Council's Health & Safety and Equalities Policies at a level appropriate to the job.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

JOB TITLE: Leaving Care Personal Advisor

DEPARTMENT: Families, Children & Learning

SECTION: Safeguarding

ESSENTIAL CRITERIA

Job Related Knowledge and Qualifications and Education

- Professional Social Work Qualification (CQSW, DiPSW, MSW or equivalent) desirable but not a specific requirement. Qualification bar at SCP 34 with progression beyond only with recognised Social Work qualification and on attainment of Post Qualification1 (PQ1) programme.
- Working knowledge of the Children Act 1989 and the Children (Leaving Care) Act 2000 and related Regulations and Guidance.
- Knowledge and awareness of the specific issues that face looked after children and their carers.
- Educated to NQF level 4 or equivalent experience

Experience

- Experience of being responsible for case management, case planning and case reviews in a keyworker role with children and young people.
- Experience of direct work with children and young people
- Experience in assisting young people make the transition from dependence to interdependence and possessing the assessment skills required to achieve this aim.

Skills and Abilities

- Ability to work sensitively with those who have been subject to sexual, physical or emotional abuse or neglect, from a diverse background and who can often be distrusting, distressed or angry
- Ability to communicate effectively with people from a range of backgrounds.
- Ability to work effectively with colleagues from the statutory, voluntary and private sector in such a way that seeks to maximise their contribution to service delivery.
- Ability to write reports and maintain accurate and concise records and present information with

confidence

- An ability to deal with unexpected problems and situations and be able to respond to requests and instructions at short notice, prioritising workloads
- An ability to work under pressure whilst maintaining a positive and flexible approach with young people and colleagues.
- The capacity for innovative and imaginative thinking in the development of new ways of working with young people in order to provide a quality service.

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.