

Job description

Job title: Personal Advisor

Grade: 10

Job evaluation reference: HS460

Job family: Health and Social Care

Purpose and impact

1. To improve the life chances of young people who have left local authority care, in accordance with relevant legislation and Dorset Council's Policy on services to care leavers.
2. Also to ensure that young people who are care leavers are supported and encouraged to make informed life choices which give them the best opportunity to lead successful adult lives.

Key responsibilities

3. Manage a caseload of care leavers, providing guidance, support and advice within the statutory framework for providing services.
4. Supporting care leavers to gain practical self-care skills – health, budgeting, domestic skills – and enabling them to understand and manage themselves as individuals and their relationships with others.
5. Draw up and implement Pathway Plans which are appropriate to the young person's circumstances, needs, potential and aspirations in conjunction with the young person and all relevant others.
6. Arrange statutory reviews of Pathways Plans and draw up subsequent/amended Pathway Plans.
7. Work in partnership with the young person's parents, carers and other significant adults identified by the young person.
8. Promote and maintain relationships for care leavers with their families and carers, where possible.
9. Listen to and take account of young people's views and wishes, using a person centred approach to all work with young people.
10. Advocate on behalf of care leavers and work in partnership with statutory and voluntary sector agencies and professionals to ensure effective co-ordination and provision of services to care leavers.
11. Engage care leavers in learning, training and work opportunities.
12. Ensure care leavers who are entitled to claim welfare benefits, receive their full entitlements.
13. Ensure that care leavers have access to the range of accommodation available, and are provided with the necessary support to maintain their accommodation.
14. Promote the holistic health needs of care leavers and encourage and support their access to the full range of health services provision.
15. Make continued efforts to keep in touch with care leavers who choose not to have contact with the service.
16. Be confident to understand and assess risk and keep managers informed when a care leaver could be at risk of harm to themselves or others or where more comprehensive assessment of need or more support is indicated.



17. Maintain up to date and accurate electronic records in accordance with departmental and statutory requirements. To be aware of data protection legislation and of the current codes of practice with partners regarding the recording and sharing of information.
18. Participate in supervision, professional development and training, and contribute to service planning.
19. Ensure equal opportunities, anti-discriminatory practice, and health and safety policies and procedures are adhered to at all times.
20. Assist the service in the achievement of relevant targets and outcomes.
21. Participate in team duty as directed.
22. Where the post is based within the Children's Services Directorate, responsibility for promoting and safeguarding the welfare of children and young people.
23. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: UASC Operational & Strategic Lead

Responsibility for: N/A

Other factors

Resources

24. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.

Working Environment

25. Contact with service users in situations where there may be distress and emotional conflict.
26. Undertaking lone visits to care leavers in their own homes.
27. Post holders may be required on occasions to work outside normal office hours, at evenings and weekends, according to the needs of individual care leavers.

Work Demands

28. Personal advisers need to be able to respond to rapidly changing priorities on an almost daily basis. This requires the ability to reorganise their workload accordingly and to manage this task often without reference to a manager as they may be away from the office or unable to contact a manager when a crisis or additional demand on their time occurs.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Dorset
Council



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. Good standard of general education including GCSE Maths and English or equivalent.	Application form
Experience	
2. Experience of working with young people.	Application form
3. Experience of planning, delivering and evaluating work with young people.	Application form
4. Experience of multi-agency working.	Application form
Knowledge	
5. Working knowledge of the basis of law relating to looked after children and care leavers.	Application form Interview Assessment
6. Knowledge of the impact that being in care can have on young people.	Application form Interview Assessment
7. Understanding and appreciation of the role of the Personal Adviser.	Application form Interview Assessment
8. Working knowledge of welfare benefits, housing and homelessness legislation.	Application form Interview Assessment
Skills and abilities	
9. Ability to build and sustain working relationships with young people	Interview Assessment
10. Ability to assess young people's needs and design relevant interventions.	Interview Assessment
11. Ability to formulate and deliver outcomes.	Interview Assessment
12. Ability to face difficult issues and deal with them sensitively.	Interview Assessment
13. Ability to manage conflict.	Interview Assessment
14. Communicate effectively – verbally and in writing.	Interview Assessment



15. Ability to work individually and as part of a team.	Interview Assessment
16. Confident in use of IT.	Interview Assessment
17. Ability to represent the Directorate to other agencies/service users/families.	Interview Assessment
Our values	
18. Respect	Interview Assessment
19. Together	Interview Assessment
20. Accountability	Interview Assessment
21. Openness	Interview Assessment
22. Curiosity	Interview Assessment
Other	
23. Commitment to equal opportunities and anti-discriminatory practice.	Application form
24. Ability to work flexibly.	Application form
25. Ability to fulfil the travel requirements of the post.	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
26. NVQ Level 4 professional qualification in a relevant discipline.	Application form
Experience	
27. Experience of working with children and young people in care and care leavers.	Application form
Knowledge	
28. Understanding of working with people with substance use and mental health issues.	Application form Interview Assessment
29. Understanding of the youth justice system.	Application form Interview Assessment
Skills and abilities	
30. Ability to relate research evidence to professional practice.	Interview Assessment



Approval

Manager's job title: Family Support Manager 16+ LAC/Leaving Care
Date: 3rd February 2016

