

JOB DESCRIPTION

Service Area	Children's Social Care
Job Title	Personal Advisor – Leaving Care
Grade / Pay Range	Grade 6
Location	Union Street, Accrington
Primary Purpose	To provide statutory leaving care support to young people aged 15-25
Directly responsible to	Practice / Team Manager
Directly responsible for	None
Subject to Disclosure	Yes

MAIN AREAS OF RESPONSIBILITY:

- To hold a caseload of young people aged between 15-25, to prepare them for independence and to offer advice and support.
- To inform and advocate for young people including their financial entitlements, accommodation options and rights as care leavers.
- To participate in the team duty rota
- At 15+ to attend and contribute to pathway plan reviews, at 18+ to arrange and coordinate pathway plan reviews.
- To support the care leaver in accessing their Setting Up Home Allowance (SUHA), to manage each care leaver's SUHA budget and provide advice on this.
- To Keep In Touch with care leavers, using creativity and resilience and in accordance with young person's need. This includes care leavers living outside of Lancashire and therefore workers must be prepared for some travel.

- To support care leavers in identifying, moving into and maintaining their accommodation
- To ensure that all care leavers have worker's contact details, EDT details; service 6 details and the team managers and senior manager contacts.
- To interface when needed with the children's rights service and to ensure care leavers know how to access advice from more specialist services if needed (e.g. legal; welfare rights etc)
- To liaise with education and training providers; employers and actively promote ambition for all care leavers.
- To meet with accommodation providers and attend housing panels if needed
- To look at the financial implications for Staying Put carers alongside the allocated social workers in the Children in our Care team and to assist with the 'Living Together Agreement'
- To attend supervision, team meetings, allocation meetings and PA forum as required.
- To actively promote and encourage all care leaver to engage with service development, participation and good practice events.
- To follow procedures and keep accurate recording on case files up to date.

Due to the changing nature of the business, this job description serves as a framework to outline main areas of responsibility and is subject to change. You will be required to undertake other activities of a similar nature that fall within the remit of your area of work, as directed by service management.

PERSON SPECIFICATION

Service Area: Children's Social Care
Job Title: Personal Advisor – Leaving Care Team
Grade: 6

Note to applicants: In your application you should provide evidence of meeting all the points in the person specification, particularly those marked as essential.

CRITERIA	KNOWLEDGE AND SKILLS	ESSENTIAL / DESIRABLE	METHODS OF ASSESSMENT Key: I – Interview A – Application Form
Qualifications and Training	4 GCSE (A-C) or equivalent / relevant experience	D	A
	Qualification / training in social care, community work or relevant equivalent	D	A
Experience	Experience of working with young people	D	A / I
	Experience of working across agencies, teams and services	D	A / I
	Use of ICT and / or information systems to process information and maintain accurate records	D	A / I
Skills and Abilities	Understanding of the issues faced by care experienced young people	E	A / I
	Ability to manage stressful and challenging situations	E	A / I
	Must be able to work as part of a team	E	A / I

Commitment	Commitment to working to improve outcomes for young people	E	A / I
	Practice and promote equality of opportunity in all aspects of service provision and employment	E	A / I
	Commitment to equality and diversity, health and safety and attendance at work.	E	I
	Commitment to ongoing personal and professional development	E	A / I
Values	Demonstrate a positive attitude to care leavers	E	I
	Must display the Lancashire County Council values and behaviours at all times and actively promote them in others.	E	I