**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

## Job Details

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| Job Title: | Leaving Care Personal Advisor |
| Salary: | £37,035 - £39,513 pro rata per annum |
| Grade: | Grade 10  |
| Hours: | Full Time 37 Hours per week  |
| Team: | Leaving Care Service |
| Service Area: | Social Care - Children’s Services  |
| Primary Location: | Various locations available |
| Budget responsibility: | Contribute to the control of the budget |
| Responsible to: | Supervisor, Assistant Team Manager, Team Manager. |
| Responsible for: | N/A |
| Political Restricted Post: | No |

## Job Purpose

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| To be responsible for providing flexible support and advice to young people and adults aged between 17 - 25 years. To be responsible for providing flexible support, advice and guidance around their transition to adulthood in accordance with the Leaving Care Act requirements. To undertake the statutory guidelines in terms of visits, pathway planning and case recording as per the duties of a Leaving Care Personal Advisor under the Leaving Care Act 2000.To be creative in working with challenging young people. To work in a multi-agency way particularly in the areas of housing and education. To be a team player and take part in a duty system.To be able to support care leavers in times of challenge or when they are facing or demonstrating risk.To support all care leavers including unaccompanied young people to access the full local offer. To ensure that services are planned and deliviered in a way which thinks about young peoples rights in relation to the services provided, can act on the view of young people and is able to demonstrate young people rights are reflected in the way the post holder will work with children and young people. The post holder is reponsible for ensuring that all Safeguarding and Child protection polices are adhered to and concerns are raised in accordance with these policies  |

## Job Responsibilities

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| 1. To act as a case manager and develop positive working relationships with young people.
2. To encourage and empower young people to participate in all decision-making processes affecting their lives and involve the peer consultation workers in this process when appropriate.
3. To be involved in understanding the young person’s needs and co-ordinate/participate in their need’s assessment.
4. To develop, monitor and review the pathway plan to ensure needs are met, including triple track planning.
5. To provide and access various information, advice, planning and preparation, and holistic support to meet young people’s developing needs, especially in health, housing and post 16 careers.
6. To work with interpreters and raise any issues where necessary
7. To support with the asylum process and follow guidelines for when YP are not given status or become All rights exhausted.
8. To ensure young people are aware of and receive their financial entitlements.
9. To liaise with other agencies, especially housing, EET, vulnerable adults and health services.
10. To co-ordinate the provision of services and take reasonable steps to ensure that the young person makes use of such services.
11. To keep informed of the young person’s progress and well-being by monitoring their progress through regular contact with supporting agencies.
12. To participate in a duty system and work productively within a team. To be part of the team doing initial welfare checks for spontaneous asylum seekers who are children arriving in Oxfordshire.
13. To keep in touch with the young person and take reasonable steps to re-establish contact if this is lost
14. To further the aims of the department/project and its activities by working within all agreed policies, including the code of conduct and equal opportunities policy.
15. To keep accurate, timely and up-to-date written records of contact with the young person, including financial management and inputting into the management information system.
16. This post holder is responsible for ensuring that all County Child Protection Policies are adhered to and concerns are raised in accordance with these policies
17. To provide monitoring information as required by government/local authority
18. To keep abreast of current research, immigration legislation and national developments.
19. To attend team meetings, supervisions and training when required.

The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the Service and in keeping with the general profile of the post. The nature of the post requires the ability to visit service users and attend meetings across the county and at short notice. Occasionally the post holder will have to travel out of county and this may involve overnight stays. |

# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through the application form (A) and optionally - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| Essential Criteria | Assessed By: |
| * Ability to study to NVQ level 3-4
 | A, D |
| **Knowledge of two or more of the following:*** Children’s rights
* Care leaver and Asylum Seeker issues
* Children (Leaving Care) Act 2000 and subsequent regulations,
* Children Act 1989, Children’s services policies and procedures
* Immigration Act 2014
* Care Act and Adult Social Care policies and procedures
 | A, I |
| **A working knowledge of two or more of the following issues for young people:*** Housing & welfare benefit systems
* Career and training opportunities
* Health Promotion
* Mental Health issues
* Drug & alcohol misuse
* Immigration
* Offending behaviour
* Looked after system,
* Adult Social Care systems
 | A, I |
| **Experience:*** Minimum 2 years of working with young people up to 25 years within clear boundaries
* Working in a problem-solving context
* Working with Asylum Seekers
* Experience of inter-agency working
* Good understanding of factors that impact on development and overall outcomes e.g. Trauma, attachment, learning and mental health difficulties.
* Experience of complex interagency partnership work
 | A, I |
| **Job related aptitude and skills:*** Form constructive relationships with young people from diverse backgrounds
* Good interpersonal skills
* Good assessment and planning skills
* Good monitoring and reviewing skills
* Accurate recording skills
* Organisational skills
* Ability to use own initiative and work with limited supervision
* Proven ability to take personal responsibility
* Liaison with partner agencies
* Ability to produce appropriate written work (letters, forms, reports etc) while following departmental procedures.
* Regular & willing user of IT systems
 | A, I, T |
| **Personal qualities:*** An interest in young people’s views and opinions
* A commitment to provision of support using a rights based, empowering approach
* Able to act as a team player
* Capacity to work under stress
* Flexible and able to use own initiative whilst accepting the need to work within procedures
* Flexibility to meet needs of service, eg meeting urgent work needs as they arise
 | A, I |
| **Special Requirements:**Satisfactory enhanced Children and Adults Disclosure and Barring Service Check Can travel to visit clients and attend meeting over a wide area and at short notice. | DBS |
| Desirable Criteria | Assessed By: |
| **Educational achievements, Qualifications, Training and Knowledge:*** Has pursued additional training or personal study of relevant subjects
* A relevant professional qualification, eg Social work, Youth Work, Criminology
* Knowledge of Children and Families systems, especially the looked after system
* Knowledge of Oxfordshire’s relevant service providers including Asylum Seekers specific services.
 | D, A |
| **Experience:*** Working with children we care for or young adults who have left the care system.
 | A, I |
| **Personal qualities:*** Dedicated and motivated in working with care leavers
* Ability to cope with competing pressures including managing high risk complex situations
* Open, creative and willing to explore new ways of working
* Group work
* Car driver and car owner is desirable due to distances involved**.**
 | I, References |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:

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| ☑ | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | ☐ | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| ☐ | Enhanced Disclosure and Barring Service check with Children’s Barred List | ☐ | Enhanced Disclosure and Barring Service check with Adults Barred List |
| ☐ | Standard Disclosure and Barring Service check | ☐ | Basic Disclosure |
| ☐ | Disqualification for Caring for Children (Education) | ☐ | Overseas Criminal Record Checks |
| ☐ | Prohibition from Teaching | ☐ | Professional Registration |
| ☐ | Non police personnel vetting | ☐ | Disqualification from Caring |

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| ☐ | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| ☐ | Provision of personal care on a regular basis | ☐ | Driving HGV or LGV for work |
| ☐ | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | ☑ | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| ☐ | Working at height/ using ladders on a regular/ repetitive basis | ☑ | Restricted postural change – prolonged sitting |
| ☑ | Lone working on a regular basis | ☐ | Restricted postural change – prolonged standing |
| ☐ | Night work | ☐ | Regular/repetitive bending/ squatting/ kneeling/crouching |
| ☐ | Rotating shift work | ☐ | Manual cleaning/ domestic duties |
| ☐ | Working on/ or near a road | ☐ | Regular work outdoors |
| ☑ | Significant use of computers (display screen equipment) | ☑ | Work with vulnerable children or vulnerable adults |
| ☐ | Undertaking repetitive tasks | ☑ | Working with challenging behaviours |
| ☐ | Continual telephone use (call centres) | ☐ | Regular work with skin irritants/ allergens |
| ☐ | Work requiring hearing protection (exposure to noise above action levels) | ☐ | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| ☐ | Work requiring respirators or masks | ☐ | Work with vibrating tools/ machinery |
| ☐ | Work involving food handling | ☐ | Work with waste, refuse |
| ☐ | Potential exposure to blood or bodily fluids | ☑ | Face-to-face contact with members of the public |

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| ☐ | Other (please specify):       |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or team needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.