

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Personal Adviser</b>
<b>Directorate &amp; Section/Unit:</b>	<b>Children's Services Safeguarding &amp; Services to Children and Young People - Permanency</b>
<b>Salary Grade:</b>	<b>Scale 6</b>
<b>Reporting to:</b>	<b>Team Manager</b>
<b>Management Responsibility for:</b>	<b>No direct line management responsibility</b>
<b>Purpose of job:</b>	<b>To be the key professional providing and co-ordinating support to care leavers (relevant and former relevant) to enable them to make a successful transition to adulthood and achieve goals of pathway plan.</b>

### **Main Activities & Responsibilities:**

- To provide advice (including practical advice) and support to care leavers.
- To participate in assessment, and preparation of the pathway plan, and re-assess and review post 18.
- To design and deliver relevant interventions and plans for Young People leaving care.
- To play a key role in ensuring implementation of the pathway plan.
- To co-ordinate the provision of services and take reasonable steps so that care leavers make use of services.
- To keep informed about care leavers' progress and well-being.
- To keep full, accurate and up to date records of contacts with the care leaver and services provided, including any financial support.
- To maintain Client manual and computer based records in accordance with Directorate Recording Policy.
- To actively challenge discriminatory behaviour, whatever the source, and report to the Team Manager or Human Resources as appropriate in accordance with Directorate Policy.
- To report immediately any signs of neglect, injury or other causes of concerns for a Young Person's welfare or safety to the Team Manager.

### **Generic Accountabilities:**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy.
- Working with some vulnerable children, young people and adults can, at times, be emotionally challenging for which appropriate support will be provided through management supervision. The post holder must be able to deal with such mental demands.
- This post is exempt from the Rehabilitation of Offenders Act and / previously met the definition of Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006) and is therefore subject to an enhanced Criminal Records Check (via the Disclosure Barring Service, DBS) (as defined by the Police Act).
- This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (via the Disclosure Barring Service, DBS) and the relevant children and / adults barred list(s) checks.

### **Contacts:**

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

**Internal:** Elected Members, Directors, Heads of Service, Senior Managers, Management Teams, Managers and Staff across all Directorates, Project Staff, Governors, Headteachers, Teachers, Support and other school based staff.

**External** District and County Councils, Government Agencies and Departments, Healthcare Professionals, PCT, Police, Fire, Probation Service, Educational Settings, Suppliers, Contractors, Service Providers, Statutory and Voluntary Organisations, service users, clients, customers, parents and pupils, members of the public, volunteers.

### **Additional Information:**

- The Council reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Equality Act.

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**Date:** February 2013