

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

As at: May 2004

Prepared by: Martin Hudson

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| Directorate: Children & Young People | Name: | Post No: |
| Division: | Designation: Personal Advisor | Grade: SO1 |
| Group: Corporate Parenting | Reports to: | Post No: |
| Service Area: Leaving Care Service | Designation: Team Manager | Grade: |
| Sub-Section: | | |

MAIN PURPOSE OF THE JOB

To provide advice and support, including practical support, to young people aged 18 to 25 who are leaving or have left care, which includes needs assessment, intervention, pathway planning and review, within the framework of the Children Act 1989 and Children (Leaving Care) Act 2000.

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

1. To undertake a needs assessment and draw up a pathway plan within the framework of the Children (Leaving Care) Act 2000.
2. To be responsible for providing advice and support on allocated cases, or those worked with on a short-term assessment basis.
3. To assess, plan and develop the life skills of young people leaving care to ensure they have the necessary skills and knowledge to live independently.
4. To enable, facilitate and assist the young person's progress through direct work in accordance with individual pathway plan.
5. To co-ordinate the provision of services and to monitor progress of the young person through direct contact with the young person and those agencies and individuals identified in the pathway plan as delivering a service.
6. To maintain accurate records of all work undertaken on behalf of the Directorate, and to ensure that service users are aware of their right to see such records.
7. To ensure that service users are aware of their right to complain about the service they receive.
8. To produce case reports and correspondence for a variety of readership, including meetings, conferences, other agencies, and service users.
9. To ensure that all work is undertaken in compliance with policies, procedures, guidance, and legislation.
10. To ensure that the needs of service users from all communities are addressed and that close attention is paid to equalities issues in all aspect of work.
11. To participate in duty systems for the service unit, as appropriate.
12. To develop and maintain effective working relationships at appropriate levels with other agencies relevant to the work of the unit.
13. To input data, using Information Technology, as required.

14. To take responsibility for one's own, and others safety, by ensuring that team members and other staff are not knowingly exposed to risk of violence.

15. To attend, Contribute and participate fully in supervision, in accordance with the Directorate's supervision policy.

Internal Contacts

Maintain contact as necessary with colleagues and managers within the Children & Young People's Division, Adult's Care Services Division, Resources Division and Strategy and Performance Division.

External Contacts

Other Directorates within the Council, other Local Authorities, other agencies, such as the police, probation, health services and members of the public.

To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

Assist in carrying out the Council's environmental policy within the day-to-day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

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| Grade and number of immediate subordinate job holders: | | Signature of Post holder: |
| | | Signature of immediate Superior Officer |
| Total current establishment in the Department, division, group or section etc. supervised by the job holder (excl job holder) | | Signature of/on behalf of Chief Officer: |
| | | Date: |

PERSON SPECIFICATION

JOB TITLE: Personal Adviser

POST NO:

DIRECTORATE: Children & Young People

GRADE: SO1

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equal Opportunities

Commitment to implement the Council's Equal Opportunities policies.

Awareness of Equal Opportunities issues. **S1**

Knowledge

Knowledge of the Children Act 1989, Children (Leaving Care) Act 2000 and other relevant legislation. **S2**

Knowledge of the needs of looked after young people, including those from black and minority ethnic communities and other disadvantaged groups. **S3**

Demonstrable knowledge and understanding of adolescent behaviour and development. **S4**

Knowledge of social care provision for looked after young people and the role of social workers. **S5**

Knowledge of the skills required by young people to become and remain independent. **S6**

Aptitude

Ability to formulate plans for intervention and service provision for young people.

Ability to work in partnership with parents, carers, and other agencies.

Ability to undertake direct work with young people, parents, and carers.

Ability to produce clear, literate, and appropriate records, reports and correspondence for a wide range of readership.

Ability to organise own work.

Ability to recognise the limits of on accountability and responsibility, and to seek appropriate support, advice, and supervision.

An ability to use Information Technology, or a commitment to learn.

Skills

In communicating effectively with members of the public, other agencies, young people and their parents/carers.

In forming relationships with young people and parents/carers.

In assessing and planning in a wide range of childcare situations.

Experience

Substantial experience of working and engaging with young people. **S7**

Experience of working with a variety of different agencies and social care professionals. **S8**

Experience of working in a multi-racial/multi-cultural community. **S9**

Experience of dealing effectively with sensitive and confidential matters, pressure, and conflict.

S10

General Education

Good general education to A level standard.

S11

Personal Qualities

Self-motivating and professional

Excellent interpersonal skills.

Flexible.

Commitment to learn and desire to acquire new knowledge, skills, and approaches.

Circumstances

Ability to work unsocial hours, including some evenings and weekends as required by the needs of the service.

Ability to work in an unsupervised setting e.g., away from the office.

Physical

Good general health. Able to attend meetings / site visits in locations both inside and outside of the borough. Able to use computer, telephone, and read correspondence. If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet requirements.