Personal Advisor for Care Leavers

Service: Transitions Team (Care Leavers)
Grade: Band 5
Reporting to: Service Manager for Care Leavers
Responsible for: Casework support for Care Leavers

Role

**We Have**

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region’s economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford’s huge potential.

*Our vision: Working together to build the best future for all our communities / everyone in Trafford.*

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It’s about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.

**Our Culture**

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits’ package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it’s not just about what we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our EPIC values.

**At Trafford Council we are EPIC**

*We EMPOWER* – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

*We are PEOPLE CENTRED* – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do.

*We are INCLUSIVE* – We are committed to creating an environment that values and respects the diversity and richness differences bring

*We COLLABORATE* – We build relationships, collaborate; treat people as equal partners and work together to make things happen.
A day in the life

‘A day in the life’ section of this Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The ‘you have’ section explores what qualifications and experience you will need for the role and the ‘your strengths’ section is where you can tell us about what skills and knowledge you can bring with you to succeed in the role.

We are a values based organisation, so reflecting our values in your evidence will support your application.

Your Main Priorities

- To carry out duties of a Personal Advisor under the terms of the Children Leaving Care Act 2000.
- To support care leavers living independently in the community.
- To work in partnership with other agencies to ensure that young people leaving care receive the highest quality of service possible.

Key duties

- To offer advice to young people who are in care where there is a Transition Plan for them to move to independent living placements and to work jointly with their Social Worker in preparing plans for their independence.
- To offer and advice and support to young people who have left care.
- To maintain regular contact with care leavers and to offer direct support to young people to enable them to acquire practical living skills, and assist them with issues of accommodation, income, health, education and training.
- To advocate on behalf of young people with other agencies and to assist the young person in developing their own ability to negotiate with agencies and others within their community.
- To assist young people in maintaining relationships with their family and to develop positive relationships with their peers and other relevant people to increase their ability to understand the nature of relationships.
- To ensure that plans for young people are reviewed and updated on a regular basis and to take a lead role in implementing their Pathway Plan
- To keep up to date records and recordings in line with the Authority’s policies and procedures.
- To seek the views of young people on the service offered and to represent their views to the Authority
- To work with other relevant teams/agencies and participate in relevant inter-agency forums
- To be supportive to colleagues and be active and effective in the development of the team
- To share skills, knowledge and experience with other team members in order to promote the development of self and others.
- To participate fully in and contribute to regular supervision and your Personal Development and Review Plan
- To assist in cover arrangements for colleagues who are absent.
- To work to the requirements of The Children Act 1989 and The Children (Leaving Care) Act 2000 and other relevant legislation.
- Any other duties commensurate with the grade as directed by the Line Manager, or as a mutually agreed development opportunity.

<table>
<thead>
<tr>
<th>You Have</th>
<th>Your strengths</th>
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</thead>
<tbody>
<tr>
<td><strong>Qualification(s)</strong></td>
<td><strong>Knowledge</strong></td>
</tr>
<tr>
<td>Essential - NVQ level 3 child care/social care or equivalent relevant qualification</td>
<td>Essential</td>
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<tr>
<td><strong>Experience</strong></td>
<td>Knowledge of Keep on Caring Strategy</td>
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<tr>
<td>Essential</td>
<td>Understanding of the issues relating to Children in Care and Care Leavers</td>
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<tr>
<td>- Experience of working with young people</td>
<td>Understanding of Safeguarding Issues</td>
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<tr>
<td>- Experience of inter-agency work</td>
<td>Understanding of Equality and Diversity Issues</td>
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<tr>
<td>Desirable</td>
<td>Values based</td>
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<tr>
<td>- Experience of group work.</td>
<td>Housing and Benefit Legislation</td>
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</table>
- Experience of working with children in care or with other young vulnerable groups of young people.

### Skills

#### Essential

- Able to communicate effectively both verbally and in writing and to be able to maintain case files using an electronic social care record system.
- Ability to support and give confidence to young people
- Ability to work flexibly
- Ability to work as a member of a team
- Ability to maintain confidentiality
- Ability to monitor and evaluate work
- Ability to contribute to the development of the team
- Demonstrable commitment to equal opportunities and anti-discriminatory practice
- Demonstrable commitment to user involvement
- Enthusiastic and able to work on own initiative
- Able to travel to meet the requirements of the post.
- Able and willing to work flexible hours
- Must have a driving licence and a car for use at work

#### Desirable

- Counselling Skills
- Mentoring Skills

Date prepared/revised: 150819

Prepared/revised by: Anna Lomas
Health and Safety
To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity
To work within the Council’s Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care
To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development
To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy
To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance
Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.