

## Job Description

**Job Title: Personal Advisor**

**Job Number:**

**Service: Through Care**

**Grade: 5**

**Location: Broadgate House -  
City wide**

### **Our values:**

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### **Job Purpose:**

At all times, to promote and safeguard the welfare of children who live or access services in, or who are looked after by, Coventry City Council.

Working as part of a looked after children and care leaving service with social workers and professionals to deliver a high quality and effective service, with a particular focus on supporting young people to achieve in Education, Training and Employment.

To provide care, support and guidance to children in care and care leavers (up to age 25 years) and enable them to develop the life skills and confidence to live independent adult lives.

To act as a personal advisor to a specified number of young people and be their first point of contact, with responsibility for providing flexible support and advice when they are preparing and planning to leave care, and throughout their transition to adulthood when they access the aftercare service.

To work within the framework of legislation, departmental policies and procedures.

To work within the budgetary and resource constraints applicable.

To advise line manager of any unmet needs, service deficits, resource implications and unresolved issues.

### **Main Duties and Responsibilities:**

1. To provide direct support, within a flexible approach to the time that a service is delivered, to young people preparing to leave care and to support them in gaining their independence within the community
2. To hold case responsibility for young people aged 16 -25 who have left care in relation to the management and review of their individual pathway plans.
3. Develop and maintain a full understanding of government initiatives to help young people entitled to After-Care services to make informed choices on the range of learning and employment opportunities available to them.

4. To develop relationships with all professionals working within key organisations and agencies, and also to advocate for and on behalf of care leavers to ensure they receive appropriate services.
  5. To provide information on/liaise with other agencies and organisations to develop/build on young people's community support networks.
  6. To set up and run appropriate support groups (independence groups, drop-ins and other groups relevant to the needs of young people leaving care).
  7. To maintain accurate written records and files in line with CCC IT systems and Data Protection/Information Governance policies.
  8. Contribute to the collation of management information by ensuring that information is recorded accurately and promptly on our database to allow monitoring progress towards targets.
  9. To attend strategy meeting/child protection conferences, family group/support conferences, reviews and planning meetings when necessary.
  10. To meet any additional service requirements in line with the development of the Through Care Service.
  11. Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** Providing support and guidance to care leavers referred to the ThroughCare service.

**Responsible to:** Operational Lead, Team Manager, Senior Practitioner

**Date Reviewed:**

**Updated:** July 2019

## Person Specification

<b>Job Title:</b>	Personal Advisor	<b>Job Number:</b>	
<b>Service:</b>	Through Care	<b>Grade:</b>	5
<b>Location:</b>	Southfields/ City wide		

Area	Description
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	<ul style="list-style-type: none"> <li>A working knowledge of the range of issues that care leavers might expect to face as they make their transition to adulthood and the legal framework affecting care leavers (in particular the 1989 Act and Children (Leaving Care) Act 2000 and related Regulations e.g. Vol. 3 planning transition to adulthood)</li> </ul>
	<ul style="list-style-type: none"> <li>Be capable of understanding and acting upon relevant legislation concerned with accommodation, housing and homelessness.</li> <li>Equal opportunities policies and how to provide services that are sensitive and relevant to all service users.</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Ability to adopt a creative and flexible approach to work and a commitment to provide a high standard of social work practice.</li> <li>Able to form positive working relationships with other agencies and professional supporting young people.</li> <li>A commitment to work as part of a team and to the wider department/organisation</li> <li>Sets, agrees and delivers on objectives and able to plan their workload</li> <li>Good assessment skills and ability to analyse and process information</li> <li>Ability to engage with finance management issues with young people and it will be necessary handle cash/purchasing cards to support with purchasing certain items within CCC procurement guidelines.</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>Of working successfully with young people who are in care, or have a care history and with young people who may present with a range of needs and may participate in risk taking behaviours.</li> </ul>
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<b>Educational:</b>	
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**Special Requirements:**

- Some evening and weekend work may be required
- Ability to travel within a reasonable time scale and outside of the city where necessary.
- This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

**Date Reviewed:** July 2019

