

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Personal Advisor Future First	Grade: S01
Section: Wandsworth leaving care team	Directorate: Children services
Responsible to following manager: Team manager/Assistant Team manager Future First	Responsible for following staff: N/a
Post Number/s: 2	Last review date:

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

The post holder will be responsible for delivering a high quality service to care leavers who are the responsibility of Wandsworth Borough Council. The service offers a personal advice and housing support service for care leavers aged 16 – 24.

Specific Duties and Responsibilities

1. Help looked after young people plan for independent living from their 16th birthday onwards, through developing, reviewing and working through pathway and support plans.

2. To provide personal and practical support to enable looked after children to make a successful transition to adulthood.
3. To ensure the provision of a quality service to care leavers through use of your knowledge and experience of working within the framework of legislation, guidance and local Leaving Care procedures.
4. To carry a caseload of up to 25 young people as allocated by the Manager. To offer a PA service for all young people referred to the Leaving Care Service, working alongside their Social Worker whilst the young person is eligible, and then taking on case responsibility for young people once they are no longer looked after.
5. To determine the young person's access to any other source of support e.g. relatives, friends, and local community.
6. Assess the needs of all allocated care leavers eligible for assistance and to provide appropriate packages of support and care.
7. To undertake direct work with young people as part of an allocated caseload in order to meet the goals and objectives of the young person's Pathway Plan.
8. To enable care leavers to maximise their independence and where appropriate to provide or arrange life skills training through Future First and external agencies.
9. Report child protection and safeguarding concerns and risk management issues to the attention of the Manager in line with agency procedures, as necessary.
10. To keep up to date with any changes to legislation for care leavers and Asylum & Immigration legislation.
11. Maintain an interest and good working knowledge of benefits, training/employment, housing and health issues affecting young people.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To provide duty cover under the guidance of the Future First management team as required
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.

- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

The post will involve occasional travel around the UK and evening & weekend working in line with service participants availability and duty arrangements.

Team structure

Person Specification

Job Title: Personal Advisor Future First	Grade: S01
Section: Future First Wandsworth Leaving Care Team	Directorate: Children services
Responsible to: Assistant Team Manager and Team Manager	Responsible for: N/A
Post Number/s:	Last Review Date:

Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Knowledge of the Children (Leaving Care) Act 2000 and Asylum and Immigration Acts and an awareness of current issues relating to asylum seekers.	A, I, T
Experience	
Experience of working within a leaving care service.	A, I, T
Experience of working with socially excluded young people.	A, I, T
Ability to undertake assessments and support planning with young people and a commitment to user involvement.	A, I, T
Skills	
Clear risk assessment skills, including managing safeguarding issues particularly when working with young people with complex needs.	A,I,T
Ability to liaise and communicate effectively with key agencies in the community and to maintain positive relationships with them.	A, I, T
Able to work with people whose first language is not English.	A, I
Strong commitment to working in ways that reflect diversity of culture, gender, sexuality, language and ability.	A, I, T
Good organisational and administrative skills including ICT Skills.	A, I
Qualifications	
A level equivalent standard education.	A, C
Training in social care/youth work/teaching/health sector	A, C

A – Application form / CV

I – Interview

T – Test

C - Certificate