

## **Job Description**

<b>DIRECTORATE:</b>	Social Services & Wellbeing
<b>DEPARTMENT:</b>	Children and Family Services/ Case Management & Transition
<b>POST:</b>	Personal Advisor - 15+
<b>GRADE OF POST:</b>	GR08
<b>RESPONSIBLE TO:</b>	Senior Practitioner

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### **JOB PURPOSE:**

Under the supervision of Senior Practitioner/Team Manager, offer support to young people leaving care, and those already living independently in the community after leaving care. To work in partnership with other agencies to offer young people a high-quality service and enable them to make a successful transition into adulthood and allow them access to appropriate services.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- To offer direct support to young people who live independently, and assist them with issues of accommodation, income, health, education, training and employment and other key areas relating to their transition. To maintain regular contact with young people and to ensure that they are aware of the anticipated frequency of contact and the service being offered.
- To advocate on behalf of young people with other internal and external agencies and to assist them 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 other relevant people and to increase their ability to understand the nature of relationships. To help young people develop positive relationships with their peers and adults and contribute to the community in which they live. To enable them to acquire adequate practical living skills. To oversee and provide supervised contact where required between young people and their families.
- To ensure that plans for young people are reviewed, independently and in conjunction with the allocated social worker, on a regular basis and are adapted to meet the young person's changing needs ensuring that the details of the plans are carried out and other parties involved in the plan are offering agreed support. Undertaking relevant, delegated tasks required by the allocated social worker to support young people.
- Independent case management and as directed by social workers, if required, to ensure that an appropriate assessment of need has been undertaken and to

develop and implement plans for young people who have left care. Contribute to pathway plans and reviews.

- To work with third sector agencies in the area and participate in relevant interagency forums.
- To assist in the ongoing monitoring and evaluation of the service being offered to young people and to contribute to the development of the service. To seek the views of young people on the service offered and to represent their views to the authority.
- To undertake direct work with young people, including young parents and unaccompanied asylum-seeking children.
- Maintaining up to date recording on the electronic files, and relevant documents as required by the directorate and health board to deliver good standards for practice.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **Criminal Records Check**

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

## Person Specification

### Personal Advisor – 15+

The following attributes represent the range of skills, abilities, and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation/Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>City and Guilds Level 2 Health and Social Care plus: Core &amp; City and Guilds Level 3 Health and Social Care: Practice (Children) <u>or</u> predecessor qualification <u>or</u> evidence of study to A Level / Level 4 Diploma standard.</li> </ul>	Yes	Production of original Qualification Certificates and application form.
	<ul style="list-style-type: none"> <li>Be prepared to undertake a relevant Health and Social Care Qualification at level 4.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Evidence of continuing professional development.</li> </ul>		
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Knowledge of current Social Services legislation.</li> </ul>	Yes	Interview, application form and selection process.
	<ul style="list-style-type: none"> <li>Knowledge of statutory responsibilities for children who are looked after.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Experience of working in an organisation whose responsibilities include the care of children.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Experience of undertaking direct work with Children and Young People, particularly those aged 15-25.</li> </ul>		
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to make decisions appropriately and competently with the support of the Team Manager.</li> </ul>	Yes	Interview, application form, and selection process.
	<ul style="list-style-type: none"> <li>Ability to demonstrate an understanding and sensitivity to the needs of a range of service users.</li> </ul>		
	<ul style="list-style-type: none"> <li>Ability to communicate clearly and effectively and effectively, with the ability</li> </ul>	Yes	

Attributes	Requirements	Essential	Method of Evaluation/Testing
<b>Skills &amp; Personal Qualities Continued</b>	<p>to present information in written and verbal form and through the use of IT.</p> <ul style="list-style-type: none"> <li>• Personal and professional integrity.</li> <li>• Ability to work flexibly, proactively and as part of a team and across multi-disciplinary agencies.</li> <li>• Ability to prioritise own work and take responsibility for workload management and performance.</li> <li>• Effective interpersonal and people skills and the ability to manage and resolve conflict in a positive way.</li> <li>• A demonstrable commitment to equalities and anti-discriminatory practice and ability to integrate equality policies into practice and support planning.</li> <li>• Driver's license with access to vehicle.</li> <li>• The ability to greet customers through the medium of Welsh is a requirement for this post.</li> </ul>	<p>Yes</p>	<p>Interview, application form, and selection process.</p>