

# Personal Advisor – Care Leavers - Grade 8

## Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work. Personal Advisors are responsible for working with looked after young people and care leavers as they make the transition from care. You will fulfil statutory duties as set out in the Leaving Care Act which has two main aims: To ensure that young people do not leave care until they are ready and to provide care leavers with comprehensive personal support so that they achieve their potential as they make their transition to adulthood. You will also contribute to assessments carried out under the Learning and Skills Act where required.

You will be expected to work intensively alongside looked after children and care leavers from Kirklees between the ages of 16 to 25 years of age. You will work with young people assessing their needs using a range of skills and interventions that help to identify and reach their goals and support them to overcome challenges and difficulties. Working under the guidance of the Team Leader you will be expected to engage young people in preparation and planning for leaving care, working alongside carers, social workers, and other partners, contributing to the pathway plan whilst the young person remains looked after, before taking on the lead responsibility when young people reach 18 years of age or leave care. You will engage and maintain effective supportive relationships with young people and support them to reach their goals and thrive in their communities. This will include ensuring young people have a voice in regard to the service they receive, but to also to participate and contribute to service development. In all your work, you will ensure dignity, respect and choice is at the forefront of delivering personalised care and support. You will use approaches which promote longer term resilience, strengthening individual capacity to benefit from community and universal resources.

You will be resilient and flexible with a passion for working on a personal level with vulnerable people and local communities, with a commitment to working alongside people, practitioners, and partners in very practical ways – always looking for people focused and local solutions that will enhance their participation in, and contribution to, their local community. You will be a team player with good communication skills to be able to produce and deliver written and verbal reports. Your interpersonal skills will enable you to engage and communicate effectively with individuals and families. Your experience will enable you to recognise and understand the far-ranging wellbeing, physical and psychological impact of multiple vulnerabilities for care leavers. Your understanding of the needs of young people will enable you to apply your knowledge to promote resilience with care leavers.

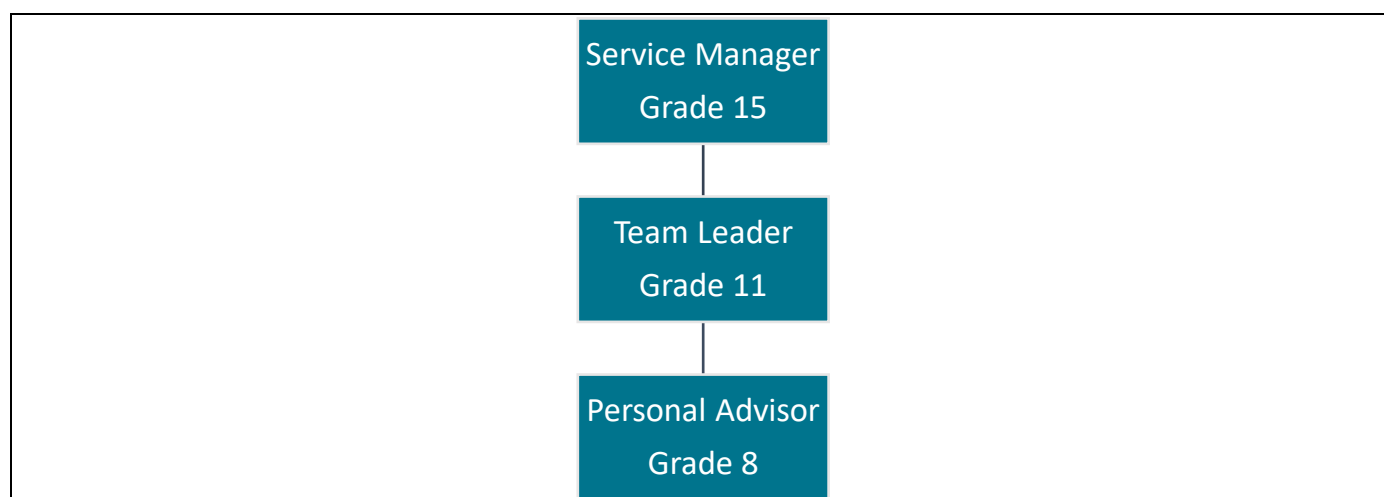
This role is based within [Children and Families](#). Find out more about [working for Kirklees](#).

## Key areas of responsibility

You will have a caseload and be responsible for:

- Providing advice (including practical advice) and support to young people.
- Participating in the assessment, preparation and reviews of pathway plans in partnership with young people and partner agencies.
- Co-ordinating services, linking in with other agencies
- Ensure young people have and can maintain safe, suitable, and affordable accommodation, including providing budget and benefit advice and support
- Support young people to have high aspirations and sustain their involvement in education, training, and employment, advocating on their behalf where necessary.
- Maintain records including assessments, case observations and pathway plans
- Ensure pathway plans are implemented and reviewed regularly following the young person's 18th birthday to ensure they reach their full potential
- Work in partnership with other stakeholders and agencies to contribute to assessments, deliver intensive packages of support with creativity and flexibility
- Work flexibly and responsively as part of a team and travels within and outside Kirklees geographical boundaries to support young people as required
- Contribute to the duty system to support care leavers with immediate needs to prevent crisis or spirals of decline
- With guidance from the Team Leader ensures interventions are delivered in compliance with relevant legislation, local and national policy, and guidance
- Participates in supervision and appraisal of own practice and learning and development activities.

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Experience of providing high quality services to children, young people and families or others with multiple vulnerabilities.	Essential
An understanding of attachment and human development and an awareness of issues for children in care and leaving care.	Essential

<b>Knowledge, qualifications, skills, and experience</b>	<b>Shortlisting criteria</b>
Knowledge of relevant legislation and guidance and the ability to apply this into to practice.	Essential
Possess excellent communication skills, both written and verbal.	Essential
Demonstrates excellent casework skills, including the ability to complete sound assessments, develop and review SMART plans.	Essential
Committed to your personal development and keeping up to date with developments across health, housing, benefits, and social care.	Essential
Experience of using skills and a range of interventions to empower, encourage and improve capabilities, opportunities, and life chances of individuals.	Essential
Experience of working in partnership with individuals and key stakeholders to ensure services are provided appropriately and in a timely way.	Essential
Ability to work on your own and as part of a team.	Essential
Ability to use IT to support accurate case recording and management information as required by service standards.	Essential
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence, and it is expected that you will either use a council vehicle or your own car.	Essential
Accepts an enhanced DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours](#)

[and Expectations.](#)

## General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

## For Office Use Only:

Job Category	Children's Service	Grading ID	60291
Job ID	80100862	Last Updated	May 2022
Job Focus	No	Career Progression	No

## Contractual Variants

DBS Category	Children	DBS Type	Enhanced
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	D Nicolaides		