

## Personal Advisors – Care Leavers GR 8

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.

This role is based in Family Support and Child Protection. Find out more about [working for Kirklees](#).

### The Job

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 regards 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.

### Job Checklist

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.
- Keeping in touch.
- Co-ordinating services, linking in with other agencies.
- Ensures that young people have and are able to maintain safe, suitable and affordable accommodation.
- Supports young people to have high aspirations and sustain their involvement in education, training and employment.
- Maintains records including assessments, case observations and pathway plans.
- Ensures pathway plans are implemented and reviewed regularly following the young person's 18th birthday to ensure they reach their full potential.
- Works in partnership other stakeholders and agencies to contribute to assessments, deliver intensive packages of support with creativity and flexibility.
- Works flexibly and responsively as part of a team and travels within and outside Kirklees geographical boundaries to support young people as required.
- Contributes to the duty system to support care leavers with immediate needs to prevent crisis or spirals of decline. With guidance from the Team Manager 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.

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

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.

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
- Honest
- Respectful
- Flexible
- Communicative
- Supportive

This role is at level 2. The Council's [Behaviours and Expectations](#) will be tested throughout the selection process.

You will also promote and role model the Council's Expectations of a New Council employee within the organisation.

## Person Checklist

- Experience of providing high quality services to children, young people and families or others with multiple vulnerabilities.
- An understanding of attachment and human development and an awareness of issues for children in care and leaving care.
- Knowledge of relevant legislation and guidance and the ability to apply this into to practice.
- Possess excellent communication skills, both written and verbal.
- Demonstrates excellent casework skills, including the ability to complete sound assessments, develop and review SMART plans.
- Committed to your personal development and keeping up to date with developments across health, housing, benefits and social care.
- Experience of using skills and a range of interventions to empower, encourage and improve capabilities, opportunities and life chances of individuals.
- Experience of working in partnership with individuals and key stakeholders to ensure services are provided appropriately and in a timely way.
- Ability to work on your own and as part of a team.
- Holds an NVQ Level 3 in Children & Families, Advice & Guidance or similar or a willingness to work toward this.
- Ability to use IT to support accurate case recording and management information as required by service standards.
- Accepts an enhanced DBS check is required.
- Must hold a clean driving licence as the use of a car is required for this role.
- Please read our [safeguarding policy](#).

*This Role 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 Recruitment Purposes:** In order to be considered for this role you will need to demonstrate how you meet the criteria under 'Person Checklist'.