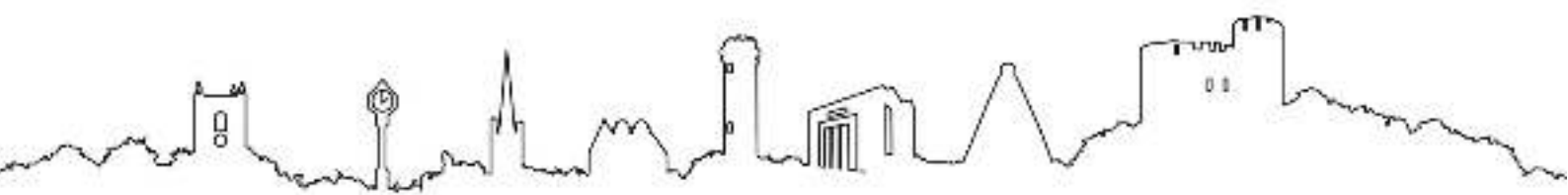
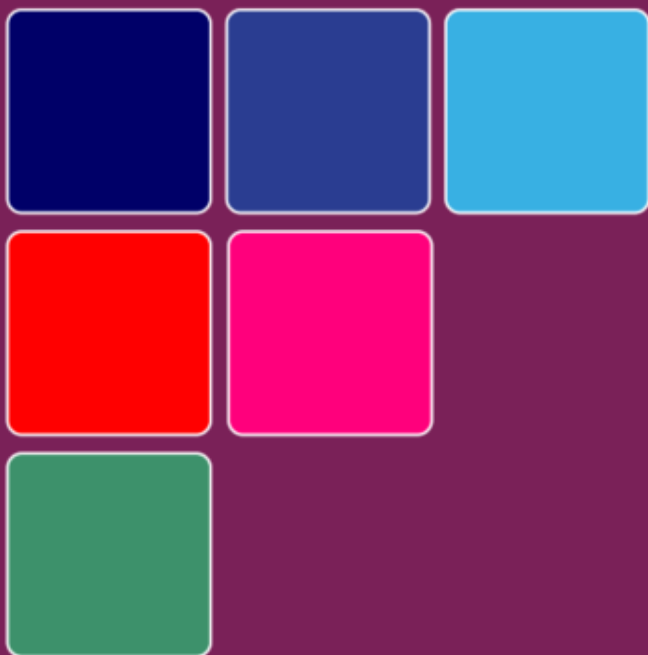


Personal Advisor



DMBC Operating Model 2024 - Vision:

A community-focused, financially resilient, collaborative, and sustainable council delivering the services required to support and meet the essential needs of residents, businesses, and the local economy.

Case for Change July 2024

Our Values:

Our values describe what we stand for and how we operate, and we expect our values to be lived and role-modelled throughout our organisation.



...we will be one council, building an effective and dynamic organisation

Job Description

Job Title: Personal Advisor

Grade/Salary: G7

Reports to: Team Manager

Post Number: Child314

Role Purpose:

- To provide advice and support (including practical support) for care leavers to develop their independence skills and facilitate a smooth transition to adulthood.
- To be responsible for the co-ordination and implementation of Pathway Plans to ensure these are developed to meet the young persons changing needs.

Specific Responsibilities:

- To manage a caseload in conjunction with a social worker for young people when they are Eligible Care Leavers, and once they cease to be looked after hold full case responsibility.
- Work actively to engage young people, in the decision making processes about their future choices to enable them to make a successful transition to adulthood
- Contribute to the needs assessment, which helps formulate the first Pathway Plan to ensure the correct services are available to care leavers
- To be responsible for the co-ordination and review of individual Pathway Plans, in line with The Children (Leaving Care) Act 2000 & Care Leavers (England) Regulations 2010 so young people are provided with the services they need to enable them to achieve their aspirations.
- Identifying the appropriate manner and means in which to communicate with young people, which is specific to their needs and requirements.
- To work in partnership with a wide range of key agencies and individuals including family, carers, health, housing, education, training providers and welfare services to ensure care leavers receive the appropriate level of support
- To advocate on behalf of young people and refer to appropriate support services to meet their needs e.g. Mental health, chronic drug and alcohol use, advocacy, counselling

- Keep in touch with care leavers' upto the age of 25 in line with Statutory Requirements
- Ability to form and maintain appropriate relationships and personal boundaries with young people
- To have a responsibility for safeguarding children and young people who are at risk of experiencing harm, neglect or abuse.
- To maintain appropriate case files and ensure all data held on the computer database regarding individuals is recorded accurately and is up to date.
- Participate in a duty rota as directed by the team manager to ensure availability and continuity of services
- To participate in individual and group supervisions and staff meetings in line with department procedures.
- Work flexible hours which may include evenings and weekends in order to meet the needs of the service. To ensure the effective and efficient use of council finances and resources in accordance with departmental procedures.

Key Responsibilities:

- To be accountable for and promote equality, diversity and community cohesion to meet Group, Department and Function objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
- To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner.
- In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the Group.
- To represent the Council and Group in a professional manner meeting the Corporate and Group aims. To comply with Group and Corporate policies.
- If appropriate to be responsible for the recruitment and performance management of designated teams and individuals in accordance with Corporate and Group aims and management style.

- To comply with the council's financial regulation and standing orders
- To actively promote Dudley's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group.
- Employees must comply with health and safety legislation and will be required to comply with the Council's Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
- To be responsible for adhering to legislative requirements and Council Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use.

Special Conditions:

This post is subject to the DBS checking process (*delete if not applicable*)

Driving Licence will be subject to checking with the DVLA. It is a council requirement to have Business Use Car Insurance and a valid MOT certificate (For cars over 3 years old) (*delete if not applicable*)

The post holder is required to work onsite 3 days per week

Prepared by: Team Manager

Date: 2020

Person Specification

Essential criteria:

Qualifications and Experience		Application form	Technical assessment	Interview
1.	Experience of working directly with young people (aged 16+)			
2.	Experience of managing a caseload and accurate record keeping.			
3.	Experience of effective communication and engagement with young people which may include direct work, group work, family work, counselling skills,			
4.	Experience of contributing or developing needs led plans (Support, Care, Education or Pathway Plans)			
5.	NVQ Level 3 or equivalent in social care/promoting independence/advice and guidance			
6.	GCSE A – C or equivalent in English and Maths			
7.	Demonstrate a willingness to engage in any training relevant to the role and develop own knowledge and practice			
8.	Ability to form and maintain appropriate relationships and personal boundaries with young people			
9.	An ability to work in partnership with others and represent the service at agency and inter-agency meetings.			
10.	Ability to communicate effectively in a manner suitable to meet the needs of a wide range of people.			
11.	The ability to record information accurately and provide clear and concise written information for a variety of purposes.			
12.	An ability to work confidently and calmly to advise and support young people,			
13.	Ability to identify and manage risk when working with young people and their networks.			
14.	Ability to advocate and to promote the Rights and responsibilities of young people			
15.	The ability to work on own initiative, prioritise workload and meet deadlines.			

16.	Ability to work flexibly as part of a team			
17.	Proficient IT skills including use of electronic calendar, Microsoft Word, Excel			
18.	An understanding of child development, specifically the developmental needs of teenagers and young people			
19.	Able to make decisions where appropriate and communicate these in a professional manner			
Skills and abilities				
20.	Proven commitment to public service and the ability to champion equality, diversity and inclusion and embedding these as core values			
21.	Ability to understand and work well with a diverse range of ethnic and cultural backgrounds			
22.	To respect the views of others and demonstrate anti oppressive practise			
23.	An ability to motivate and provide a positive role model for young people			
24.	Capable of dealing with frequently changing circumstances.			
25.	Strategies to effectively manage demands of the role and personal stress			
26.	Willingness to work flexibly, including evenings and weekends.			
27.	Ability to travel across the borough and Country wide			