**Job Description**



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| Job Title | Personal Advisor | | | Directorate | | People |
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| Post Number |  | | | Division | | Children & Families |
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| Grade | 7 | Salary | £30,559 to £33,366 | | Section | Care Leavers’ Team |
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| Reports To | Care Leavers’ Team Manager |

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| **Purpose of the Job** |
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| * 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. |

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| **Specific Accountabilities** |
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| * 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 Accountabilities**

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| * To be accountable for and promote equality, diversity and community cohesion to meet Council, Directorate and Service 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 Directorate. * To represent the Council and Directorate in a professional manner meeting the Corporate and Directorate aims. To comply with Directorate and Corporate policies. * If appropriate to be responsible for the recruitment and performance management of designated teams and individuals in accordance with Corporate and Directorate aims and management style. * 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. * 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.   **•** 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 comply with the council’s financial regulation and standing orders | | |
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| Special Conditions | This post is subject to the enhanced DBS checking process  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) | |
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| Car Allowance | Mileage | |
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| Prepared By  (Section/Mgr) | Sam Thornton & Deidre Chin  (Team Manager) | |
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| Review Date | April 2020 |