

Leeds City Council

Job Description

CORE VALUES, AMBITIONS AND GOALS

As a Council our Ambition is to be the best City Council in the UK

Our behaviours will be influenced by our values of.

- Working as a Team for Leeds
- Being Open, Honest & Trusted
- Working with Communities
- Treating People Fairly
- Spending Money Wisely

Children & Families Directorate

Our Vision

We want Leeds to be a Child Friendly City and are committed to ensuring that children and young people.

- are safe from harm
- do well at school and are ready for work
- choose healthy lifestyles
- have fun growing up, and
- are active citizens who feel they have voice and influence

Our goals

We believe that every Children's Services employee can contribute to make our vision a reality and we encouraged everyone to work as part of the directorate team to shape children and family centred local services based on our priorities of.

- helping children to live in safe and supportive families
- ensuring that we protect the most vulnerable
- encouraging activity and healthy eating
- improving support where there are additional health needs
- promoting sexual health
- readiness for school
- improving behaviour, attendance, and achievement
- reducing the numbers of young people who are not in employment, education, or training
- providing opportunities for play, leisure, culture, and sporting opportunities
- reducing youth crime and anti-social behaviour
- increasing participation, voice, and influence

Directorate	Children & Families
Service Area	Looked After Children
Job Title	Personal Advisor
Grade	C3
Conditions Of service	NJC
Responsible To	Team Manager
Responsible For	Training, instructing, other staff including those from partner agencies as required

Special Conditions This post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Purpose: To advise, assist and befriend young people who are living-in or leaving care, to help them achieve full potential and prepare for living independently

Responsibilities:

Assess, plan, and review young people in accordance with the Children (Leaving Care) Act 2000 as the young person's Personal Adviser and primary worker.

Undertake case responsibility for young people classed as relevant and former relevant under Leaving Care legislation

Providing direction, guidance and advice to other staff including those from partner agencies including assistance in staff induction

Produce high quality reports to meet service deadlines.

Develop links with partner agencies, including Housing, Health, Youth Offending Service, and the Connexions Service to ensure maximum service integration.

Undertake direct work and group-work with young people to prepare them for the transition to adulthood, including young people with complex needs and in out-of-authority placements

Carry out needs assessments in order to inform and construct appropriate Pathway Plans.

Follow internal procedures, maintain records, and carry out administrative tasks, including financial procedures associated with the efficient running of the project.

Act as appropriate adult for young people when necessary

Be involved in legal and judicial processes were deemed necessary by the Team Manager

Encourage links with parents and families with the agreement of the young people

Prepare specialised reports and referrals for partner agencies for ongoing funding.

Provide comprehensive and appropriate advice and support, under Departmental guidance, to young people in respect of financial management, welfare benefits etc.

Maintain accurate and up to date individual files and case records on Frameworki in accordance with Looked After Children's requirements.

Play a proactive role in the implementation of Child Protection procedures and act in accordance with Safeguarding procedures.

Provide a duty officer service and refer to appropriate services.

Share responsibilities for the security of the building

Hours of work are primarily determined by the needs of the service and where necessary and approved by the Team Manager may include some evening and weekend working

The role will maintain close working relationship with other colleagues, services users, carers, and other agencies in order to provide a high quality service.

Flexible and adaptable to change to assist other services as required commensurate to grade

Participate in appraisal, training, and development activities as necessary to ensure up to date knowledge and skills

Improve own practice through observation, evaluation, discussion with colleagues and development programmes.

Work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the service by attending relevant meetings, training days/events as requested.

Be aware of and comply with Leeds City Council policies and procedures e.g., child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards, and equal opportunities of Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

The Council has adopted a flexibility protocol and this role will be expected to work within these parameters.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications The post requires that you hold NVQ Level 3 and / or 4 in Care. If you do not hold this qualification you must be willing to register to commence the course within 3 months of taking up your appointment and have successfully completed it within 12 months of your registration

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Able to travel throughout the Leeds City Council boundaries and work flexibly across different work locations and areas as appropriate.

Able to form constructive relationships with young people from a diverse range of backgrounds.

Able to negotiate with young people on a variety of issues.

Able to deal with conflict situations using a calm and composed approach.

Able to advocate the young person's needs to other service providers.

Able to form purposeful working relationships with a diverse range of agencies.

Able to pass on information effectively, accurately, and concisely between service users, carers, colleagues, and other agencies.

Able to work to conflicting deadlines and organise and prioritise work in an efficient and effective way.

Able to work effectively as a member of a cohesive team in order to provide a high quality service.

Able to show empathy when dealing with troubled young people.

Able to implement individual pathway plans for young people assisting and enabling them into independence.

Knowledge Required

NVQ Level 3 and / or 4 in Care. If you do not hold this qualification you must be willing to register to commence the course within 3 months of taking up your appointment and have successfully completed it within 12 months of your registration.

Of the education, training and work experience needs of young people and the opportunities open to them.

Understanding of the impact of homelessness issues and accommodation needs of young people.

Understanding the need for confidentiality.

Understanding of legislation and current issues affecting the provision of Children's social work services and in particular Pathway Planning services

Experience Required

Of working within a team.

Of working with young people from a diverse range of backgrounds with a diverse range of needs which may include those with learning disabilities.

Of working with other relevant agencies.

Behavioural & other Characteristics required

Committed to continuous improvement.

Ability to understand and observe Leeds City Council Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development

DESIRABLE REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Skills Required

N/A

Knowledge Required

An understanding of the Authority, its function and organisation

Of the current benefits available and how to access them.

Understanding of adolescent growth and developments in forms of abuse, reasons for care and child protection issues.

Of the problems of disadvantaged groups.

Experience Required

N/A

Behavioural & other Characteristics required

N/A

Job Description Content Prepared / Reviewed by:

Name Joel Hanna

Designation

Date October 2021