

Kent County Council

Job Description: *Senior Personal Adviser 18+ Care Leaving Service*

Directorate: Children, Young People and Education
Unit/Section: 18+ Care Leaver Service, Specialist Children's Services
Grade: KR9
Responsible to: Team Manager

Purpose of the Job:

The Senior Personal Adviser will hold a caseload of Care Leavers who have multiple or complex needs within the 18+ Care Leaver service adopting a multi-agency approach.

The role will require the post holder to provide assistance, advice and support to vulnerable and challenging Care Leavers to encourage them to actively participate and contribute to their Pathway Planning process to enable them to move successfully into independent living.

The Senior Personal Adviser will support the development of Personal Advisers.

Main duties and responsibilities:

- Provide individual, regular and consistent support to Care Leavers with multiple or complex needs, who have recently left care, based on assessment of their social and personal development needs, working directly with them as part of an allocated caseload in order to meet their Pathway Plan goals and objectives. Undertake ongoing assessments of Care Leaver's needs to ensure that their Pathway Plan continues to meet their needs. To ensure that this process enables KCC to meet its obligations to the Care Leaver under the Children Act 1989 and the Children (Leaving Care) Act 2000.
- Working closely with colleagues in the Children in Care teams to ensure successful transfer of young people between the services. To establish and develop positive engagement and working relationships with young people. Work with other colleagues in the 18+ service to ensure the provision of a seamless service to the Care Leaver Service.
- Encourage and ensure Care Leavers actively participate and contribute to their Pathway Planning process thereby facilitating their transition to adulthood and independence. Encourage Care Leavers to play an active part in their local communities, liaising with community groups and individuals to aid transition and support effective pathways to various services
- Coordinate programmes of education, training and support to individual Care Leavers as part of their Pathway Plan, updating the plan in consultation with the Care Leaver when required. Notification of changes to the Plan must be communicated and, where appropriate, agreed with the Care Leaver's support network.
- Liaise with other local authorities when a Care Leaver is residing outside of Kent to ensure Pathway Plans are updated and reviewed in line with Kent policy and procedures for Leaving Care Services. Using a multi-agency approach, develop close and effective working relationships with key area agencies and partners to

facilitate a planned and co-ordinated multi-agency area-based response to the identified needs of Care Leavers.

- Ensure that information systems and client records are effectively maintained in order to provide up-to-date and accurate information, upon which decisions affecting service delivery can be made.
- Have a good understanding of the financial entitlements available to Care Leavers and ensure accurate and timely requests for financial assistance are submitted to the Team Manager as appropriate in line with Leaving Care Procedures, ensuring that expenditure remains within the agreed limits.
- Support the development of Personal Advisers within the 18+Care Leaver service through co-ordination of induction, mentoring and sharing of practice expertise, joint case working and taking a lead on care leaver participation and with team or service developmental activity for Care leavers.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Senior Personal Adviser 18+ Care Leaving Service*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria

| | CRITERIA |
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| QUALIFICATIONS | <ul style="list-style-type: none">• Level 4 Diploma (or equivalent) in a relevant subject, i.e. education, training, guidance, counselling, youth and community work, health or social service work or work in the voluntary sector |
| EXPERIENCE | <ul style="list-style-type: none">• Extensive experience of working in health or social care• Experience of coaching and mentoring staff• Experience of working with children and young people• Experience of multi-agency working• Experience of developing child-centered plans and strategies |
| SKILLS AND ABILITIES | <ul style="list-style-type: none">• Ability to work effectively with others, co-operate with colleagues and help the team to achieve its goals.• Excellent communication and interpersonal skills.• Ability to adopt a flexible approach in managing conflicting demands.• A firm grasp of Equal Opportunities issues.• Good level of oral and written communication and presentational skills.• Ability to reflect constructively on past experience as a means of understanding Care Leaver's development.• Ability to work sensitively within a variety of contexts and adapt the way you work as appropriate.• Ability to lead, manage and motivate a team• Proficient in the use of Microsoft Office and other key computer systems |
| KNOWLEDGE | <ul style="list-style-type: none">• Working knowledge of The Children Act 1989 and 2004, Children (Leaving Care) Act 2000 and the Children's and Families Act 2014• Experience of face-to-face work with Care Leaver in a formal or informal setting.• A thorough grasp of the issues affecting Care Leaver.• Experience of working with Care Leaver from a diverse range of backgrounds or specialist knowledge of the needs of Care Leaver from particular groups.• An understanding of the needs of Care Leavers• Understanding of the needs of unaccompanied asylum-seeking children and young people, and the associated processes |

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| BEHAVIOURS AND KENT VALUES | Kent Values: <ul style="list-style-type: none">• Open• Invite contribution and challenge• Accountable |
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