

## Kent County Council

### Job Description: *Personal Advisor*

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>18+ Care Leaver Service, Specialist Children's Services</b>
<b>Grade:</b>	<b>KSE</b>
<b>Responsible to:</b>	<b>Senior Personal Advisor</b>

#### **Purpose of the Job:**

The Personal Advisor will hold a caseload of Care Leavers who have enhanced or standard levels of need within the Care Leaver service.

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

#### **Main duties and responsibilities:**

- Provide individual, regular and consistent support to Care Leavers who have recently left care, as part of an allocated caseload to meet the goals and objectives of the Care Leaver's Pathway Plan. Undertake ongoing assessments of Care Leaver's needs to ensure that their Pathway Plan continues to meet their needs. 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.
- Work closely with colleagues in the Children in Care teams to ensure successful transfer of young people between the services. Work with other colleagues in the 18+ service to ensure the provision of a seamless service to the Care Leaver.
- 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
- 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 multiagency 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 specified limits.

Footnote: This job description is provided to assist the job holder to know what their 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: *Personal Advisor*

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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Level 3 Diploma in a relevant subject, for example, education, training, guidance, counselling, youth and community work, health or social service work or work in the voluntary sector</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working in health or social care</li> <li>Experience of working with children and young people</li> <li>Experience of multi-agency working</li> <li>Experience of developing child-centred plans and strategies</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Ability to work effectively with others, co-operate with colleagues and help the team to achieve its goals.</li> <li>Excellent communication and interpersonal skills.</li> <li>Ability to adopt a flexible approach in managing conflicting demands.</li> <li>A firm grasp of Equal Opportunities issues.</li> <li>Good level of oral and written communication and presentational skills.</li> <li>Ability to reflect constructively on past experience as a means of understanding Care Leaver's development.</li> <li>Ability to work sensitively within a variety of contexts and adapt the way you work as appropriate.</li> <li>Proficient in the use of Microsoft Office and other key computer systems</li> <li>A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Working knowledge of The Children Act 1989 and 2004, Children's (Leaving Care) Act 2000 and the Children's and Families Act 2014</li> <li>Experience of face-to-face work with Care Leaver in a formal or informal setting.</li> <li>A thorough grasp of the issues affecting Care Leavers.</li> <li>Experience of working with Care Leavers from a diverse range of backgrounds or specialist knowledge of the needs of Care Leaver from particular groups.</li> <li>Understanding of the needs of unaccompanied asylum seeking children and young people, and the associated processes</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and</li> </ul>

respectful to all

- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making