



## **BCP COUNCIL JOB DESCRIPTION SERVICE UNIT:**

### **Children's Social Care/ Care Experienced Young People Service (CEYP)**

**JOB TITLE: Personal Advisor**

**RESPONSIBLE TO: Team Manager**

#### **MAIN PURPOSE**

•To work collaboratively with Care Experienced Young People (Care Leavers) and their families and other professionals to assess and meet their needs through a range of supportive interventions designed to promote and safeguard the young person's welfare. This includes Care Experienced Young People who came into care as Unaccompanied Asylum Seeker Children and those living in accommodation which is out of county.

#### **MAIN RESPONSIBILITIES**

- Undertake high quality assessments, planning and support to Care Leavers within agreed timescales.
- Work flexibly to meet the requirements of the service in delivering a wide range of interventions designed to best meet the needs of Care Leavers.

This will include centre-based (333 Care Leaver's Hub) and outreach service delivery, undertaking 'duty' work, and work outside normal office hours including occasional sessions on Saturdays.

#### **MAIN DUTIES** (see also Core Task list attached)

The following duties are further defined within the career grade matrix, which provides greater detail regarding the levels of task complexity, and the wider responsibilities undertaken by each of the levels.

1. To hold and manage a diverse caseload of Care Leavers aged 16-25 years.
2. With support and supervision undertake and contribute to assessments of Care Leavers ensuring that the voice of the young person is central to the Pathway Planning.
3. Under appropriate supervision provide advice, support and encouragement, material and agreed financial assistance to Care Leavers.
4. Implement agreed programmes of support and advice to meet assessed needs, working directly with Care Leavers in one-to-one or group settings.
5. Support families to successfully return Care Leavers home after a period of being cared for outside the family home.
6. Transport and/or accompany Care Leavers to visits or appointments and where appropriate.
7. Provide advice and support with accessing welfare benefits and help with budgeting for Care Leavers encountering difficulties.

8. Maintain written and computerised case recording to a high professional standard and in accordance with unit procedures and standards.
9. Assist with the operation of the duty systems across the CEYP service.
10. Liaise with a wide range of organisations involved with Care Leavers.
11. Develop positive working relationships with other employees in the Local Authority; Fostering and Supported Lodging carers; other statutory and private and voluntary sector groups and participate in initiatives to develop services.
12. Organise and participate in multi-agency planning meetings, including participation in Child in Care reviews and Multi Agency Risk Assessment Meetings (MARMs) Multi Agency Public Protection Arrangements (MAPPA) and Multi Agency Risk Assessment Conference (MARAC) meetings.
13. Attend to support Care Leaver at meetings regarding their own children where they would like this (Child In Need, Initial and Review Child Protection Conferences (ICPC/RCPC) and Core group meetings).
13. Assist with the preparation and dissemination of information relating to support services.
14. Undertake training as required for the role, including the participation in the unit's programme of 'continuous professional development', be trained in First Aid and Basic Food Hygiene.
15. Participate in team and unit meetings.
16. At all times implement the council's 'Fairness to All' policy and deliver services in a non-discriminatory way, which addresses the needs of all service users.
17. Undertake such other duties as may be required to commensurate with the level of the post.
18. Comply with all decisions, policies, and standing orders of the Council and any relevant statutory requirements, for example the Health and Safety at Work Act, Human Rights Legislation and the Data Protection Act.

## **CORE TASKS FOR PERSONAL ADVISORS**

1. Support young people on case load with education, employment, housing, and other needs as such as Mental Health, progressing asylum applications, Substance Misuse, etc.
2. To visit all Care Leavers every 6-8 weeks. If young people are not wanting visits every effort needs to be made to establish why this is and to promote the service. This to include Phone calls and texts to try and arrange visits, if unsuccessful to be followed up with unannounced visits. When making unannounced visits a letter to be taken to advise that PA has called if no response.
3. Visits must be recorded in a timely fashion in accordance with BCP procedures (72 hours). If not possible Manager to be alerted with explanation.
4. When booking visits time should be set aside to enable Care Leaver Contact recording to be done.
5. Pathways Plans – these to be fully updated at a minimum every six months with every young person allocated to a Personal Advisor (not over 21s on Extended Offer). These should also be updated to reflect major changes in circumstances e.g. a change of address, employment or training – and particularly when goals are achieved and new goals needed. In these circumstances only the particular change needs to be updated.
6. Duty – all full-time staff to cover duty for 2 days per month unless on leave. Duty swaps to be arranged in advance for annual leave. All staff to offer extra duty support if able to when staff sickness arises.
7. Staff to work from 333 Care Leaver Hub in accordance with the needs of the service.
8. Participation – to contribute to Participation work with young people at 333 Hub and when need arises e.g. support for interview, consultation, Seasonal celebrations and get togethers including National Care Leaver's Week.
9. Chronologies – complete Impact Chronology on all cases from age 18 onwards, recording significant events as they happen and saving at regular intervals (every 3 months).
10. Ensure Case Summary on each case file (updated with significant changes and reviewed at a minimum every three months).
11. Supervision – attend case supervision on a monthly basis (all cases to be reviewed at least every 12 weeks) and request extra one-off supervision sessions as needed where significant issues arising.
12. Team Meetings – attend weekly Duty Meeting, fortnightly Team Meeting and Monthly all service Team Meeting.
13. To contribute to CEYP Newsletter and ensure this is distributed to all Care Leavers on caseload.
14. For under 18s – attend Child In Care Reviews (CIC) and Personal Education Planning meetings linking with IRO and Social Workers. Make an introductory visit on appointment. Visit 8 weekly from age 17.5 years.
15. Attend Court to support young people. Link with YOS and Probation as appropriate.

16. Update source data on Mosaic so that Unsuitable accommodation can be reviewed at Housing Panel. This task to be done every week. Ideally on a Thursday if not possible to do immediately when information changes.
17. Take ownership of case file on Mosaic, ensure key data is held and rectify if information missing. Keep address information up to date and ensure change of address is done correct including ending previous address.