



Job description	
Job title	Personal Advisor
Grade	Pay Band G/ Scp 19-22
Directorate	Children's Social Care
Section/team	Care Leavers Team
Accountable to	Team Manager
Responsible for	N/A
Date reviewed	

### Purpose of the Job

To help support young people who have left or are leaving care realise their potential and make a successful transition towards independence.

### Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To continue developing pathway plans with young people and other relevant professional staff and to review such plans as appropriate in line with the Leaving Care Act 2000
2. To attend Social Services Department Planning and Review Meetings, as appropriate.
3. To take responsibility for a given caseload of young people and to assist other young people who may not be allocated.
4. To work with such young people in a "young person's centred" fashion, involving them at all times in planning and decision making, and seeking at all times to maximise each young person's potential.
5. To ensure individual young people are fully informed and consulted about the service available to them, and that they are empowered and able to complain about the service if they so wish to.
6. To work with young people across a range of Leaving Care issues:
  - Accessing and maintaining the most suitable housing options.



- Maximising young people's income by assisting them to access both the State Benefit and Social Services financial system, and help and encourage them to budget their money.
- Helping young people with their employment/training/further education options – to liaise with Employability Officer.
- Ensuring young people make use of their right to primary health care, give consideration to issues such as healthy eating and healthy living, have access to physical and sexual health promotional information, and are supported fully where issues such as drugs, alcohol and mental health become a significant issue and to refer them to mainstream services if required.
- Encourage young people to access, re-access or develop an interest in social and leisure opportunities.
- Individually supporting young people to help them talk through past issues, and gain confidence and self esteem to address current and future issues.
- To directly assist the young people to gain the necessary skills to have a clean and tidy property.
- Helping individual young people, as appropriate, to address their racial, cultural, religious and linguistic needs.

7. To take co-responsibility, with either leaving care workers/employability workers or workers from other agencies in running groups for young people leaving care.

8. To keep abreast of the services provided by other relevant agencies within Knowsley which could benefit young people leaving care, and in turn ensure they know of the work of the leaving care service.

9. In conjunction with young people, to act as an advocate with, or on behalf of, individual young people to get the best possible service from benefits agencies, utility supplies, health agencies, accommodation providers, agencies providing counselling or personal support etc.

10. To especially work positively and constructively with staff of Knowsley MBC, be they Social Workers, Residential Workers, Foster Carers, Family Placement Workers, Youth Justice etc.

11. To maintain a regular and accurate record of work with individual young people.

12. To maintain files and other client records in keeping with Knowsley MBC both manually and/or on computer.

13. To write summaries and/or reports on individual young people, or particular pieces of work, as required, including in certain specified instances reports for the court, child protection conferences etc.

14. To work positively and collaboratively with other member of the Leaving Care Team.

15. To participate fully and constructively in team meetings.



16. To participate fully and constructively in personal supervision sessions and to bring issues of relevance to such meetings.
17. To ensure that all matters of concern on individual cases, especially such issues as child protection matters or serious risk, are quickly and appropriately discussed either with the line manager or service manager.
18. To participate fully in any training opportunities deemed necessary or desirable to enhance service delivery, and to bring back to the service as a whole any relevant issues.
19. To be prepared to raise ideas, opinions and suggestions as to the service's improvement with colleagues, managers and at meetings.
20. To contribute, as requested, to overall evaluation of the work of the Leaving Care service.
21. To assist managers within the service, in whatever ways are felt most appropriate, to ensure that the collective voice of young people leaving care is expressed and used to influence existing and future service design and delivery.
22. To promote equality of opportunity and anti-oppressive practice in all aspects of work, whether with individual young people, colleagues or the service as a whole.

#### **Health and Safety**

- To inform management of any health and safety issues which could place individuals in danger
- To use equipment as instructed and trained

#### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

#### **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.



- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.