

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | PA |
| HBC Grade: | **6** |
| Service: | **People** |
| Division: | **Children in Care and Care Leavers** |

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| **Main Purpose of the Role** |
| To assist in the provision of services to enhance the ability for all young people leaving care and so enable them to realise their full potential and become successful in all aspects of their lives.  Provide a targeted, outcome focussed service to children and young people who are legally defined as a care leaver and therefore entitled to services. To work within the statutory and legal framework governing transition to adulthood**,** including The Children Act 1989 (guidance and regulations – planning transition to adulthood for care leavers and the Children and Social Work Act 2017). |

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| **Key Duties** | |
| **1** | To provide an efficient and effective, best value service that is consistent with Halton Borough Council/Portfolio’s policies, procedures, best practice and reflects decisions in child care and pathway plans. |
| **2** | To provide qualitative assessment processes ongoing support, advice and guidance to promote the capacity of each young person to develop the skills necessary to live independently. |
| **3** | Support interventions and plans as recommended in their pathway plan and associated assessments to promote their transition to adulthood and independence and fulfil the duty of the LA in relation to previously looked after children, up to the age of 25 years if requested. |
| **4** | To build and sustain relationships with young people and to ensure their views are taken into account and that practice is cantered on meeting their needs. |
| **5** | To promote the best interests and protection of children and young people and recognise their individual rights. Including where necessary invoking relevant Halton Borough Council or Child Protection procedures and taking any other measures to enable the wellbeing of children and young people. |
| **6** | To keep up to date records of intervention with families and professionals in line with the Council’s recording policy. |
| **7** | Maintain accurate and up to date records using the Children’s electronic management systems and any other relevant/appropriate IT systems |
| **8** | Maintain professional working relationships with partner agencies in the development and ongoing delivery of services |
| **9** | To participate in all aspects of performance management, supervision, PRD reviews, training and development and use all relevant learning opportunities to improve skills and knowledge |
| **10** | To promote the Councils Equal Opportunities Policy in the delivery of services and treatment of others by maintaining a caring ethos that takes account of young people’s race, culture, disability, gender and sexuality. |
| **11** | Comply with the Council’s Health and Safety Policy and associated safe working procedures and guidelines |
| **12** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |
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The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **EDUCATION / QUALIFICATIONS** | **Essential** | **Desirable** | **How Identified** |
| NVQ or recognized accredited programme or equivalent | Child Care or Youth Work Qualifications | All essential qualification certificates must be presented at interview. |

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| **Essential Criteria** | | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | Experience of working with children and families | Application / Interview /Assessment |
| Experience of working with other professionals in a formal setting |  |
| Experience of working with adolescents and young people | Application / Interview /Assessment |
| Experience of working with children, young people and their families |  |
| Experience of working with challenging groups /individuals | Application / Interview /Assessment |
| Experience of working directly with children |  |
| **KNOWLEDGE** | Knowledge of the statutory and legal framework governing the transition to adulthood | Application / Interview /Assessment |
| Methods of intervention |  |
| Work under broad Council policy / prescribed policy and procedures / detailed guidance or instruction etc. |  |
| Good working knowledge of theories of child development and attachment |  |
| Good working knowledge of models of assessment | Application / Interview /Assessment |
| Good working knowledge of models of family support | Application / Interview /Assessment |
| Ability to motivate young people to make the most of their potential |  |
| Ability to work in pressured situations and manage time effectively | Application / Interview /Assessment |
| Ability to work as part of a team | Application / Interview /Assessment |
| Ability to listen to and advocate for young people | Application / Interview /Assessment |
| Excellent communication skills, written and verbal | Application / Interview /Assessment |
| Ability to adapt within a culture of change |  |
| Ability to contribute to continuous service improvement |  |
| Ability to facilitate group work |  |
| Record keeping |  |
| IT skills (word processing and electronic management systems for example) **–** |  |
| Ability to work to deadlines and set and deliver targets |  |
|  | Application / Interview /Assessment |
| **Desirable Criteria** | | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | Experience of appropriate adult work | Application / Interview /Assessment |
| Experience of working with troubled families, and in crisis situations | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
| **KNOWLEDGE** | Knowledge of Quality Assurance systems, Performance Management and Health and Safety | Application / Interview /Assessment |
| Knowledge of related research and practice related to the specific age group and service area. | Application / Interview /Assessment |
| Knowledge of national initiatives in support of the LA commitment to delivery of services to young people leaving care. | Application / Interview /Assessment |
| **SKILLS & ABILITIES** | Evidence that you can work as an inquisitive and assertive practitioner | Application / Interview /Assessment |
| A strong ability to work across agency and service boundaries to mobilize resources for children, young people and their families | Application / Interview /Assessment |
| A strong ability to work as part of a team as well as being able to work independently using your initiative  Good written and verbal skills | Application / Interview /Assessment |
| A good ability to analyse and link information about families to identify emerging or historical patterns of behaviour that are detrimental to the health and wellbeing of children | Application / Interview /Assessment |

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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Car driver with a full driving license and access to a reliable car  \* *reasonable adjustments will be made under the Disability Discrimination Act* |  | Interview / Assessment / Documentation |
| A willingness to be a reflective and developmental practitioner committed to their own learning and the delivery of high quality practice |  |  |
| An understanding of and a personal commitment to the Vision and Values of Halton Borough Council |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

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| **Date Created:** | **Liz Davenport**  **Divisional Manager CIC&CL.** |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.