



Job Description

Personal Advisor, 18 + Care Leavers Service

Job Details	
Grade	GR4
Number of Posts	3
Department	18 + Care Leavers Service
Reporting to	Team Manager

Who Are We?
We are Birmingham Children's Trust. 'Working Together to make Birmingham the greatest city to grow up in.' The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services. Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives. Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation. Our Vision: Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families. We will do this: • with compassion and with care. • through positive relationships, building on strengths. • in collaboration with children, young people, families and partners. • by listening, involving and including. • in ways that are efficient and deliver value for money. Success will mean significant progress towards these outcomes: • healthy, happy, resilient children living in families. • families able to make positive changes.



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Key Responsibilities

To provide a statutory social work service for children in care and care leavers age 18-25 years, ensuring that all legislative requirements are met. The work with eligible, relevant, former relevant and qualifying care leavers will be done on a case management basis. This will involve the co-ordination, preparation and completion of pathway plans and supporting young people preparing for leaving independently into adulthood.

- To act as a full member of the staff team of the Service and to contribute to the development of the Service within the Directorate.
- To fully contribute to the work of the Service and to manage an individual caseload, work with individual and groups of young people and to participate in the duty work, responding to need as it arises.
- To participate in the provision of appropriate programmes for individual service users of the Service, in conjunction with other Directorate staff and other agencies within this field; that will most effectively assist the young people to achieve the transition to adulthood, with particular emphasis upon their transition from being in care, to living independently in the community.
- Within the role of aftercare adviser, to implement and adhere to all relevant Directorate and Service procedures.
- In working with service users, to adopt a holistic approach to meeting their individual needs, and to promote their involvement in the process, in order to develop the self-esteem of service users through a process of positive achievement; to keep in touch with young people to achieve this aim.
- To advise other Directorate and council staff regarding the preparation and support needs of care leavers, and to assist in the promotion of services for these groups of service users.
- To assist in liaising with the range of Directorate and other agency initiatives in this field and to



assist in the promotion of corporate or inter-agency approaches.
To assist in working with other agencies active in this field, in order to help maximize the provision of resources by these agencies for the benefit of Directorate service users.
To comply with all financial procedures in respect of the Service in line with the City Council and Directorate financial procedures.
To maintain appropriate, accurate and securely keep recording of assessments, plans and other casework done in accordance with Directorate requirement, using recording systems in paper and electronic formats; to maintain skills and knowledge required of the systems in use.
To assist in the monitoring and evaluation of the work of the Service and to help in the provision of relevant reports where necessary.
To assist in the collation, development, publishing and distribution of appropriate information regarding the work of the Service to Directorate staff, staff from other agencies, service users and their families.
Service User
To assist in devising and implementing of policies and practice with regards to improving preparation for independence, and support to young people after they have moved on from care within the Service.
To demonstrate an understanding and application of anti-discriminatory practice in work with service users, colleagues, parents and other agencies, and to assist in the promotion of equal opportunities in the work of the Service.
To assist in ensuring that all young people referred to the Service are involved in the assessment of their case, personal and social needs, and to assist in the facilitation of the development of a range of programmes to meet the needs of a range of service users.
To ensure that the individual young person referred to the Service receive their rightful entitlement to services from Directorate and other agencies and to facilitate their access to care curriculum that meets the wide range of their individual needs.
To ensure that young people referred to the service have an appropriate plan of service provision designed to meet their individual needs. That these plans are drawn up in consultation with those young people, their social workers, carers, parents and staff from relevant agencies; and to monitor that effective services are provided by the Service which will most appropriately meet these needs.
To work alongside appropriate services to identify and meet the needs of young people with continuing care requirements, to ensure access to the appropriate level of support.
To work jointly with services with lead responsibility for young people with continuing care needs, to ensure a positive transition to adulthood.



- To be responsible for providing information and support to young people on an individual or group basis as appropriate.
- To be specifically responsible for directly working with young people allocated, and to ensure that all of the necessary assessment, intervention and recording or work undertaken is completed.
- To participate in the provision of a duty/referral service by the service and to advise young people and their referrers as part of this process.

Special Conditions

- To keep up to date with new trends and developments in legislation, policy and practice in the areas of aftercare, accommodation, employment, benefits, and child care – in order to appropriately advise other agencies, Directorate staff and service as a whole.
- To undertake any training that is considered appropriate to the duties of the post – resources permitting, thus facilitation in-going development of the post and service as a whole.
- To participate in regular supervision sessions as required.
- To participate in appropriate working parties, as required, which contribute to the further development of 18+ Services.
- To contribute as required in the provision of appropriate training programmes for 18+ Directorate and other agency staff; which will promote more effective services to care leavers.
- To work flexible hours as required in order to meet the needs of the services and service users.
- To carry out all other necessary duties as required to contribute to the continuing development of the Services, and to contribute to the maintenance of the efficient operation of all aspects of the Service.
- This vacancy is exempt from the Rehabilitation of Offenders Act.
- A Disclosure and Barring Services/ISA checks will be undertaken

Key Information

Is a Safeguarding Check needed?	• Enhanced – Child workforce
Will this position have Line Manager Responsibility?	• No

Person Specification



Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Qualifications	AF	NA
Training	AF/I	
Experience	AF/I	Substantial experience of working with children and young people up to the age of 21 and 25 if they are in higher education in a voluntary or Professional setting.
Experience	AF/I	Experience of interagency work with young people who are vulnerable, at risk, homeless or have been in care.
Experience	AF/I	Experience of being responsible for directly assisting young people (caseload responsibility)
Experience	I	Have worked successfully in achieving outcomes for Young People under supervision.
Skills	AF/P	To be literate and able to write emails, reports, case records and other documents using electronic case recording systems and software such as word.
Skills	I	Ability to advise young people around budgeting, and to be financially accountable where appropriate.



Skills	AF/I	Ability to seek and secure education, training and employment opportunities for care leavers.
Skills	I/P	Ability to talk to, listen to, and develop good working relationships with young people, including those who may be difficult to engage or are challenging.
Skills	I/P	Ability to develop working relationships with family, carers, professionals & partner agencies. (Education, training, employment, accommodation, police, probation, prison, DWP, health, etc).
Skills	I/P	To be aspirational for young people. A friendly, sympathetic, understanding and realistic approach, to the needs of young people.
Skills	AF/I/P	Good verbal presentation skills.
Skills	I	Ability to manage time and work to deadlines.
Skills	I/P	Ability to respond flexibly to changing situations.
Skills	I	Effective communication skills.
Skills	AF/I	A commitment to anti oppressive and anti-discriminative practice.
Skills	AF/I	Ability to work as part of and



		contribute to team working
Skills	I	Ability to work successfully in a pressurised environment.
Skills	I/P	Basic administrative and IT skills
Skills	I/P	An ability to plan and carry out work on an individual or group basis to assist young people to prepare for and move into independence.

Skills	I/P	An understanding of relevant legislation and policy with regard to leaving care
Skills	I	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016
Other	I	Knowledge of issues regarding care leavers, housing employment and welfare rights provision for young people.
Other	I	Awareness of equal opportunities as applied in service delivery.
Other	I	Knowledge and understanding of the needs of young people from different ethnic and cultural backgrounds and with differing abilities.
Other	AF/I	Must be required to have a clear understanding and commitment to equality, diversity and inclusion matters and to promote



		anti-discriminatory practices and behaviours.
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At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.

