



## Job Description Personal Advisors, Careleavers Service

| Job Details            |                      |
|------------------------|----------------------|
| <b>Grade</b>           | D                    |
| <b>Number of Posts</b> | 1                    |
| <b>Department</b>      | Care Leavers Service |
| <b>Reporting to</b>    | Team Manager         |

| Who Are We?  |
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| <p>We are Birmingham Children's Trust.</p> <p>'Working Together to make Birmingham the greatest city to grow up in.'</p> <p>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.</p> <p>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.</p> <p>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.</p> <p><b>Our Vision:</b></p> <p>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.</p> <p>We will do this:</p> <ul style="list-style-type: none"><li>• with compassion and with care.</li><li>• through positive relationships, building on strengths.</li><li>• in collaboration with children, young people, families and partners.</li><li>• by listening, involving and including.</li><li>• in ways that are efficient and deliver value for money.</li></ul> <p>Success will mean significant progress towards these outcomes:</p> <ul style="list-style-type: none"><li>• healthy, happy, resilient children living in families.</li><li>• families able to make positive changes.</li></ul> |



- 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/Personal Advisor service for children in care and care leavers age 16-25 years, ensuring that all legislative requirements are met. The work with eligible, relevant, former relevant and qualifying care leavers with additional and complex needs will be done on a case management basis. This will involve the co-ordination, preparation, and completion of pathway plans and specifically supporting young people preparing for transition into adulthood. There will be a specific focus around Children with Disabilities and additional and complex needs. This will involve taking a leadership role in developing strong partnerships with our adult services interface. This will essentially include a sound understanding of the processes around Community Care Act Assessments and transitions into adulthood. There will be a specific role expectation to lead on sharing good practice across the Care Leaving service and this will support and enhance knowledge and practice for PAs in respect of Children with Disabilities and complex and additional needs through transitions. The role will demonstrate joint working with PAs and the modelling of good practice around this specialist area. There will be an expectation of leading on delivering workshops and reflective supervision focused on transitions to adult services. The successful candidate will be an effective point of contact for PA's re Children with Disabilities and young people with additional and complex needs.

- 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 especially in relation to young people with complex and additional needs moving into adult transitions.
- To fully contribute to the work of the Service and to manage an individual caseload, work with individuals 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 and how this is impacted by complex and additional needs, towards living with the right level of support in community or other adult setting.
- Within the role of Senior Personal Advisor, to implement and adhere to all relevant Directorate and Service procedures and to support the service-wide knowledge and practice base around young people with complex and additional needs.
- In working with young people, to adopt an holistic approach to meeting their individual, additional and complex needs, and to promote their involvement in the process, and this is in order to further develop their self-esteem through a process of positive achievement. It is essential to remain in touch with young people and their individual support networks in order to strengthen these connections for positive impact to enhance optimum opportunities towards self-actuation and independence.
- To advise other Directorate and council staff regarding the preparation and support needs of care leavers with additional and complex needs, and to assist in the promotion of services for these groups of service users across the 18+ service.
- 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 that especially support young people with additional and complex needs.

- 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 this group of young people as 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 especially in support of young people with additional and complex needs.
- 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 especially in respect of adult transitions.
  - 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 with particular focus for young people with additional and complex needs.
  - To ensure that the individual young people referred to the Service receive their rightful entitlement to services from Directorate and other agencies including adult services and to facilitate their access to care curriculum that meets the wide range of their individual, additional and complex needs.
  - To ensure that young people referred to the service have an appropriate plan of service provision designed to meet their individual needs, and any additional and complex 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 including Children with Disabilities and Adult 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 service responsibility for vulnerable young people with continuing and additional care needs, to ensure a positive smooth and meaningful transition to adulthood.
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- 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 with additional and complex needs allocated, and to ensure that all of the necessary assessment, intervention and recording and 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, child care, and additional and complex needs – in order to appropriately advise other agencies, Directorate staff and the 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 especially in relation to additional and complex needs.
- 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                         | Demonstrate all relevant training pertaining to the role as described herein   |
| Experience     | AF/I                         | Substantial experience of working with children and young people with additional and complex needs who may be subject to EHCP up to the age of 25 if they are in education in a voluntary or professional setting. |
| Experience     | AF/I                         | Experience of interagency work with young people who are vulnerable, have additional or complex needs, or at risk of homelessness or have been in care.  |
| Experience     | I                            | Have worked successfully in achieving outcomes for Young People under supervision.   |



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| 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 vulnerable young people with additional and complex needs and their carers around budgeting, and to be financially accountable where appropriate. |

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| Skills | AF/I | Ability to seek and secure education, training and employment opportunities for vulnerable care leavers with additional and complex needs, in accordance with EHCP plans and review processes.  |
| Skills | I/P  | Ability to talk to, listen to, and develop good working relationships with young people, including those who may need more creative support to engage and, or have, additional and complex needs .  |
| Skills | I/P  | Ability to develop working relationships with family, carers, professionals & partner agencies. (Education, training, employment, accommodation, police, probation, prison, DWP, health, etc), and also adult social care and adult support services. |



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| Skills | I/P    | To be aspirational for young people. A friendly, sympathetic, understanding and realistic approach, to the needs of young people and their supporting staff and carers. |
| Skills | AF/I/P | Good verbal presentation skills, and a good understanding and ability in respect of the communication needs of young people with additional and complex needs.          |
| 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 and proven ability to lead in multi-agency settings ensuring best outcomes for vulnerable care leavers.                                  |
| Skills | AF/I   | A commitment to anti oppressive and anti-discriminatory practice.   |
| Skills | AF/I   | Ability to work as part of and  |

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| Skills | I | contribute to team working                                 |
|        |   | Ability to work successfully in a pressurised environment. |



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| 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 with support, and transition into adulthood.                                    |
| Skills | I/P | An understanding of relevant legislation and policy with regard to leaving care, adult transitions and knowledge of Care Act 2014.   |
| Skills | I   | An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>  |
| Other  | I   | Knowledge of issues regarding care leavers, housing employment and welfare rights provision for young people with additional and complex needs, and have the ability to share this effectively with service wide staff |
| 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 and additional and complex needs.   |

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| 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.   |

**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.**