



## Role Profile

<b>Job Title:</b> Advanced Pathway Advisor	<b>Role Profile Number:</b> PCDH100
<b>Grade:</b> Q	<b>Date Prepared:</b> October 2021
<b>Directorate/Group:</b> Children Looked After, Positive Futures	<b>Reporting to:</b> Team Manager
<b>Structure Chart attached:</b>	No

### Job Purpose

- The Senior Personal Adviser will hold a caseload of Care Leavers who have multiple or complex needs within the 18+ Care Leaver service adopting a multi-agency approach.
- The role will require the post holder to provide assistance, advice and support to vulnerable and challenging Care Leavers to encourage them to actively participate and contribute to their Pathway Planning process to enable them to move successfully into independent living.
- The Senior Personal Adviser will support the development of Personal Advisers.

### Key Accountabilities

- Provide individual, regular and consistent support to Care Leavers with multiple or complex needs, who have recently left care, based on assessment of their social and personal development needs, working directly with them as part of an allocated caseload in order to meet their Pathway Plan goals and objectives. Undertake ongoing assessments of Care Leaver's needs to ensure that their Pathway Plan continues to meet their needs. To ensure that this process enables SBC to meet its obligations to the Care Leaver under the Children Act 1989 and the Children (Leaving Care) Act 2000.
- Working closely with colleagues in the Children in Care teams to ensure successful transfer of young people between the services. To establish and develop positive engagement and working relationships with young people. Work with other colleagues in the Positive Futures service to ensure the provision of a seamless service to the Positive Futures Care Leaver Service.
- Encourage and ensure Care Leavers actively participate and contribute to their Pathway Planning process thereby facilitating their transition to adulthood and independence. Encourage Care Leavers to play an active part in their local communities, liaising with community groups and individuals to aid transition and support effective pathways to various services.
- Coordinate programmes of education, training and support to individual Care Leavers as part of their Pathway Plan, updating the plan in consultation with the Care Leaver when required. Notification of changes to the Plan must be communicated and, where appropriate, agreed with the Care Leaver's support network. Monitor and track performance against KPIs.

- Liaise with other local authorities when a Care Leaver is residing outside of Swindon to ensure Pathway Plans are updated and reviewed in line with Kent policy and procedures for Leaving Care Services. Using a multi-agency approach, develop close and effective working relationships with key area agencies and partners to facilitate a planned and co-ordinated multi-agency area-based response to the identified needs of Care Leavers.
- Ensure that information systems and client records are effectively maintained in order to provide up-to-date and accurate information, upon which decisions affecting service delivery can be made.
- Have a good understanding of the financial entitlements available to Care Leavers and ensure accurate and timely requests for financial assistance are submitted to the Team Manager as appropriate in line with Leaving Care Procedures, ensuring that expenditure remains within the agreed limits.
- Support the development of Pathway Advisers within the Positive Futures service through co-ordination of induction, mentoring and sharing of practice expertise, joint case working and taking a lead on care leaver participation and with team or service developmental activity for Care leavers.

### **Supplementary Accountabilities**

- To ensure that children and young people are the focus for the service and are treated courteously and fairly and consulted on all aspects of their service provision.
- To jointly work with Social Work Locality Teams providing the Personal Advisor role to young people up to the age of 18 years old at which stage they will transfer to the Care Leavers team where the postholder will be required to provide Key Worker support.
- To empower young people to communicate effectively and acquire financial awareness to enable independence and support them to become contributing citizens in their community.
- To ensure young people are aware of their entitlements, grants, bursaries and actively support their applications as appropriate.
- Undertake an active role with, and on behalf of, young people to attend interviews relating to their progress into education, employment and training.
- To be actively involved in the various aspects of Care Planning, Placements and Case Review Regulations to ensure that Swindon Borough Council fulfils its duties as a Corporate Parent to all young people in Swindon and those placed in other Local Authority areas.
- Liaising with and developing partnerships with other agencies and services in order to provide a full range of choices and options for young people.
- To take the lead role in drawing up and implementing young people's Pathway Plans which are appropriate to their circumstances, needs, potential and aspirations.
- To co-ordinate the provision of services and refer young people to a range of support services based on their needs as identified in the Pathway Plan as well as any appropriate specialist agencies as deemed necessary within the Plan.
- To liaise with housing providers, landlords and registered social landlords and determining the most suitable needs-led accommodation options and supporting the young person in moving and equipping the home with basic essentials.
- To carry out the full responsibilities of the post with due regard to the Council's Diversity and Equal Opportunities Policies and ensuring the needs of young people with disabilities and/or from

different racial, cultural and religious communities are identified and met.

- To take part in the daily duty and drop-in provision on a rota basis which will include working outside normal office hours.
- To work in partnership with out of hours colleagues and other agencies providing support to ensure that the welfare of young people is addressed and promoted. The key task will be to support young people who encounter difficulties during these times.
- To undertake one to one and group work with young people aimed at practical support and preparation for leaving care. This should include brokering opportunities with training providers, employers, colleges and other post 16 opportunity providers so that young people can move forward into education, employment and training.
- To respond appropriately in crisis situations which may necessitate rescheduling of planned work and may require immediate decision making and creativity.
- To take proactive steps to ensure regular direct contact with, and access to, young people who are living both within and outside the Borough.
- To ensure that all records of work are up to date and comply with legal and departmental requirements and are of a high standard, containing proper recommendations and analysis.
- To work with the Social Work Operational and Group Managers of the service to monitor and evaluate the quality of the service and, where appropriate, make suggestions for improvement via supervision or the team meetings.
- Actively participate in own professional development and learning.

### **Knowledge & Experience**

- Direct experience of working with young people between the ages of 16 and 25 and their families
- Experience of working with young people living away from home
- Working in partnership with other agencies/organisations
- Awareness of the agencies and organisations providing services to young people
- Knowledge and understanding of the processes of child and adolescent development
- Knowledge and understanding of the relevant legislation relating to children in care and care leavers and the role of the personal advisor under Children (Leaving Care) 2014
- Good working knowledge of benefits, training/employment, housing and health issues affecting young people
- IT literate with the ability to use a range of software
- Ability to develop a positive professional rapport with young people, some of whom may be uncooperative or challenging in their behaviour
- Ability to empower young people and to assist them in developing independent living skills
- Ability to work well under pressure
- Ability to balance competing demands and risks
- Ability to analyse information from a variety of sources in order to assess risks and plan effectively
- Proven high standards of written and verbal communication and interaction skills
- Ability to work autonomously and as part of a team

### **Qualifications**



- The role will include out of hours/weekend working in line with agreed rotas
- The role will include some loan working where departmental procedures should be followed
- The role will include dealing with challenging behaviour and situations

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	