

## Job Description

<b>DIRECTORATE:</b>	Social Service's and Well-Being
<b>DEPARTMENT:</b>	Safeguarding & Family Support
<b>POST:</b>	Personal Advisor – 16+
<b>GRADE OF POST:</b>	GR08
<b>RESPONSIBLE TO:</b>	Team Manager

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### JOB PURPOSE:

Under the supervision of Senior Practitioner/Team Manager, offer support to care experienced young people, and those already living independently in the community after leaving care. To work in partnership with other agencies to offer young people a high quality service and enable them to make a successful transition into adulthood, and allow them access to appropriate services.

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### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To offer direct support to young people who live independently, and assist them with issues of accommodation, income, health, education, training and employment. To maintain regular contact with young people and to ensure that they are aware of the anticipated frequency of contact and the service being offered.
- To advocate on behalf of young people with other agencies and to assist them in developing their own ability to negotiate with agencies, and others within their community.
- To assist young people in maintaining relationships with their family and other relevant people and to increase their ability to understand the nature of relationships. To help young people develop positive relationships with their peers and adults and contribute to the community in which they live. To enable them to acquire adequate practical living skills.
- To ensure that plans for young people are reviewed, in conjunction with statutory requirement and are adapted to meet the young person's changing needs ensuring that the details of the plans are carried out and other parties involved in the plan are offering agreed support.

- To undertake assessments of need, and where applicable, to develop and implement plans for young people who have left care.
- To work with third sector agencies in the area and participate in relevant interagency forums.
- To assist in the ongoing monitoring and evaluation of the service being offered to young people and to contribute to the development of the service. To seek the views of young people on the service offered and to represent their views to the authority.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **Criminal Records Bureau**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

## Person Specification

### Personal Advisor – 16+

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• QCF/NVQ Level 3 in relevant field i.e. Health and Social Care or commitment to undertake this qualification</li> </ul>	Yes	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of current Social Services legislation.</li> <li>• Knowledge of statutory responsibilities for children who are looked after.</li> <li>• Experience of working in an organisation whose responsibilities include the care of children.</li> <li>• Experience of undertaking direct work with children and families.</li> </ul>	Yes  Yes   Yes	Interview, application form, references and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to make decisions appropriately and competently with the support of the Social Worker</li> <li>• Ability to demonstrate an understanding and sensitivity to the needs of a range of service users.</li> <li>• Ability to communicate clearly and effectively.</li> <li>• Ability to present</li> </ul>	Yes	Interview, application form, references and selection process.



## **Conditions of Service**

### **Personal Advisor – 16+ Team**

#### **Working Hours**

The working week is 37 hours which will normally be worked in line with the council's Flexible Working Hours Scheme. However, there may be a requirement to work in excess of these hours according to the needs of the service.

#### **Location**

The normal place of work will be Bridgend. However, you may be required to work anywhere within the County Borough.

#### **Medical Clearance**

Any offer of appointment is subject to medical clearance. You will be required to complete a medical questionnaire, but may also require medical examination before appointment.

#### **References**

Appointment is subject to receipt of a minimum of two satisfactory references. Wherever possible these should be from previous employers.

#### **Criminal Records**

An enhanced Disclosure Check by the Criminal Records Bureau will be necessary for the successful applicant, and appointment will not be confirmed before a satisfactory disclosure is received.

#### **Probationary Period**

New staff to Bridgend County Borough Council appointed to this post will be subject to a 6 month probationary period.

#### **Business Travel**

Should you use your own vehicle for official journeys, mileage expenses will be reimbursed based at the agreed rate.

**If you have any queries relating to this job, please contact Sheree Dixon on (01656) 815111**