

Job Description and Person Specification Profile

Job Title	Personal Advisor (PA)
Job ID	D37A
Service	Leaving Care Service
Grade	G
Reporting to	Team Manager

The Role

The role of a Personal Advisor in Tameside can be lifechanging for a young person transitioning into adulthood, especially for young people who have had adverse childhood experiences. PAs make strong and sustained connections with young people and ensure that support and services are appropriate in meeting each young person's needs.

Many of our young people coming into care have experienced trauma and it is essential for PAs to understand trauma informed practices and continue to update and develop their knowledge and practice skills in this area.

The role of a PA is a vital lifeline for young people to feel connected, safe, supported, valued and to have a sense of belonging. For young people who have experienced multiple adversities and relationship breakdowns, a PA can help build a young person's trust in other professionals and lifelong relationships. The PA does not work in isolation. They should advocate for, and work together with, a wide range of services on behalf of the care leaver.

The role of a PA is more than ensuring a young person's basic day to day needs are met. It's about having belief, aspirations and a commitment to supporting young people to thrive. Working in partnership with care leavers to co-produce tailored plans, through listening and valuing care leavers, wishes, goals and aspirations, a PA can enable a successful transition into adulthood.

Main Duties and Responsibilities include:

1. To work within statutory guidelines and the departments guidelines relating to young people leaving care including asylum seeking children and young people.
2. To take part in the office based duty system.
3. To undertake direct work with young people and others who are relevant in their lives.
4. To implement child protection procedures where children and young people may be at risk.
5. To work with children and young people to maximise their involvement in community based activity that will benefit them into adulthood.
6. To assist young people by liaising with other agencies on their behalf
7. To ensure the young person's wishes, views and feelings are taking into account in all matters relating to them and providing advocacy where needed.
8. To offer support and attend all forums in planning for education, training, employment, accommodation, housing, and health services.
9. To respect and promote the needs of each young person arising from their religious and cultural background, supporting needs arising from any disability and respect their sexual needs and preferences.
10. Maintaining files in accordance with policy.

11. Promote awareness of safe care and protection and to raise awareness of the risks of all forms of exploitation.
12. To attend and contribute to supervision, team meetings, training and functions that may be arranged.
13. To plan, attend and carry out pathway plan assessments and visits in accordance with statutory guidance and departmental procedures.
14. To follow and implement the recommendations of Statutory Reviews of Pathway Plans.
15. To organise and facilitate group work with children and young people and to support others to do so.
16. To contribute to the development of the service.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About You

Your essential qualifications

1. Educational standards/qualifications/membership of professional Institutes

- NVQ Level 3 Care of children and young people/NNEB/BTEC equivalent qualification

Your essential skills, knowledge and experience

- Ability to communicate effectively with children, young people and families, colleagues and other professionals.
- Ability to visit young people within their home or a setting where they feel safe and comfortable to engage in support.
- Administration, organising, planning, recording.
- Ability to complete needs assessments and produce plans of work.
- Prioritisation of children and young people's needs.
- Promotion of anti-discriminatory and anti-oppressive practice.
- Observation and analysis of interactions.
- Empathetic approach in engaging young people and families under stress and experiencing loss.
- Commitment to joint working and co-production with young people.
- Objective and non-judgemental practice.
- Open and honest approach.
- Clear thinking, appropriately assertive and able to challenge respectfully.
- Ability to use IT and contemporary methods of recording information.
- Motivated, able to enthuse others and develop innovative methods.
- Committed to achieving the required practice standards.
- Ability to fulfil all spoken aspects of the role with confidence through the medium of English
- Full driving licence essential unless precluded by disability when reasonable adjustments will be considered

.If you have the following experience or qualifications – then that's great!

- Working with families where there are substance abuse concerns.
- Impact of Domestic Abuse on children and young people.
- Direct work with children and young people.
- Child development and attachment theory.
- Networks and resources available to children and young people.
- Development and promotion of evidence-based practice
- Supporting young people in accessing education, employment, or training

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

