

Job Description

JOB TITLE:	Personal Advisor, Throughcare Service
GRADE:	H
POST NUMBER:	D031300125
DIRECTORATE:	Children's Services
SERVICE:	Supporting Families
RESPONSIBLE TO :	Team Manager
RESPONSIBLE FOR:	
	This post requires a DBS check • Standard check • Enhanced check • Enhanced with Barred list check (Adult Workforce) • Enhanced with Barred list check (Child Workforce) • Enhanced with Barred list check (Both Adult and Child Workforce) This post is not politically restricted This post attracts a travel allowance
JOB SUMMARY:	Provision of Leaving Care Support Services via Pathway Assessment and Planning Process, including education, training, employment, accommodation, health, personal support, family and social relationships, practical skills and financial assistance. Working with individual service users to provide support, advice, guidance, assistance, and counselling, with the aim of enhancing or protecting individual welfare. Provision of services within the statutory requirements of the relevant childcare, mental health and community care legislation, in line with the requirements of the Council's policies and procedures.
ROLE	

REQUIREMENTS:	
1.	To manage a caseload, develop and monitor and review Pathway Plans of support and interventions in agreement with the service user.
2.	Respond to requests for support and assistance, taking sufficient basic information about the needs in question to be able to determine the level and type of assessment required.
3.	Participate in completing Pathway Assessments in a timely manner and in partnership with young people, carers, social workers etc.
4.	Ensure that Pathway Assessments and Plans pay particular attention to individual strengths, areas for further development and action plan for moving onto independence; ensuring that the views of the young people as well as the relevant professionals are recorded explicitly in the assessments/plans
5.	Ensure that Pathway assessments/plans are holistic and address all the relevant user categories
6.	Liaise with other specialists and agencies as necessary, and enable them to be involved in and contribute to the assessment process.
7.	Assist users and carers to play a full part in Pathway Planning by extending to them advice, support and guidance, and by arranging where necessary access to translation, interpretation or advocacy services.
8.	Make appropriate assessments of individuals' social care and accommodation needs in collaboration with health and other care agencies, taking into account the wishes of individuals and their families/carers.
9.	Plan services, offer advice and support to meet individuals' needs in relation to: • Health • Education • Training • Employment • Accommodation • Financial Assistance • Youth Justice Intervention • Unaccompanied Asylum Seeking • Personal Support • Family and Social Relationship • Practical Skills • Consultation and Participation
10.	Review the progress of each Pathway Plan at regular, predetermined intervals together with users, families/carers

	and other service providers to ensure that the plan continues to meet the individuals' identified needs.
11.	Maintain an effective system for monitoring Pathway Plans and reviews within timescales, including accurately and consistently updating electronic calendar reflecting daily activities.
12.	Maintain case records and fulfil procedures and statutory duties in line with national and local policies, practices and procedures.
13.	Work within budgetary limits laid down by Council policy and operate within the Financial Regulations of the Council
14.	Identify gaps in services and advise managers accordingly.
15.	Participate in office duty arrangements and support emergency cover as and when required.
16.	If necessary, to work flexible hours, be able to work outside of usual office hours during evenings and weekends. This may include infrequent but planned events over weekends or residential trips.
17.	To undertake training identified through supervision and annual appraisal, implement knowledge and skills acquired. Taking responsibility for own learning and development and being pro-active in managing workload.
18.	To take lead responsibility in an agreed area of practice.
CORPORATE RESPONSIBILITIES	
19.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.
20.	Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
21.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
22.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
23.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
24.	Adherence to the council's commitment to the health, safety

	and welfare at work policy
PEOPLE	
25.	Excellent communication skills, verbal, non-verbal and written.
26.	A commitment to working with young people and the motivation to assist them in maximising their potential, plus the enthusiasm to promote leaving care services
FINANCE	
27.	Work within budgetary limits laid down by Council policy and operate within the Financial Regulations of the Council.
SERVICE	
28.	To undertake training identified through supervision and annual appraisal, implement knowledge and skills acquired. Taking responsibility for own learning and development and being pro-active in managing workload.
29.	Identify gaps in services and advise managers accordingly.
PERFORMANCE	
30.	Able to assess, plan, monitor and evaluate own work within the context of supervision.
31.	Possess and be able to develop skills and expertise to support specialist areas of the service, e.g. supported housing, welfare benefits, user involvement, and unaccompanied asylum-seeking young people.
32.	Able to organise workload and prioritise competing demands.
33.	Able to assess, plan, monitor and evaluate own work within the context of supervision.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

Person Specification

Person Specification for the Post of		Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application Form T= Test I= Interview
Knowledge	1. <u>Working knowledge of the legislative framework within which Social Care operates, including legislation and national guidance and procedures specific to this post.</u> 2. Knowledge and understanding of how professional social work practice is quality assured and the ability to integrate this. 3. National Minimum Standards for Children's Social Care, Knowledge and Skills requirements, and their implications for practice	E E E	A (1) T /I T/I T/I

	4. Knowledge of statutory work with children, including children in need, child protection, children looked after and court work. Knowledge of different types of interventions in family support 5. Knowledge of diverse communities and their needs. Understanding of patterns of discrimination and inequality and methods of redressing them. Knowledge of IT systems used in Social Care	E E	T/I T/I
Qualifications & Experience	1. A nationally recognised qualification required for the service area applied for. A current HCPC registration will be a condition of appointment and employment for all staff with a CQSW or Diploma in Social Work. 2. <u>A current HCPC registration will be a condition of appointment and a condition of employment for all staff working in a qualified social work role.</u> 3. Experience of working with children and families 4. Experience of statutory children's social care	E E D D	A A (2) T/I T/I

Living the TOWER Values sets out the essential behaviours required of all staff.	Ability to actively network with, and to develop collaborative relationships with, different stakeholders / agencies, and seek out Partner agencies that can support the work	E	<u>T/I</u>
	Ability to engage and practice with empathy, working in partnership with children, parents, carers and professionals	E	<u>T/I</u>
	Commitment to the principles and practice of equality and diversity in employment and service delivery, and the ability to implement the Council's equal opportunities policy	E	A (9)/T/I
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Ability to plan, programme, deliver and evaluate projects and programmes of work, in line with agreed timescales, targets and outputs	E	A & I
We are OPEN and transparent	<u>1.Openness to new ideas and opportunities and ability to adapt to changing situations</u> 2.Motivated to find more effective ways to achieve objectives and the ability to anticipate obstacles and take calculated risks to achieve solve problems and create good outcomes	E	A & I
We are WILLING to challenge,	Ability to challenge others who are not doing what is necessary	E	I

innovate and be accountable	Orientation to Achievement <u>1.Motivation for, and focus on, making a positive difference to children & families, through achieving results and meeting objectives.</u>		
We empower each other to be EXCELLENT and go the extra mile	Able to establish positive working relationships, and work closely with external agencies, community groups and individuals Subject to the provision of adequate notice, the ability to accommodate reasonable requests to work outside the usual working pattern relevant to the professional role. Requests to work evenings and weekends will be subject to the general terms of the LBTH Single Status agreement	E	I
We RESPECT all communities; they are the heart of everything we do	Able to establish positive working relationships, and work closely with external agencies, community groups and individuals	E	I
Additional Requirements	To comply with the requirement to carry out a DBS check on this role.	E	A