

Job Description

Job title: PERSONAL ADVISOR

Responsible to: Senior Personal Advisor (Aftercare)

Overall purpose: To develop and undertake individual support packages to young people aged 16+ years who are leaving care, or have left care and are living independently in the community.

Key Responsibilities

1. Aftercare Services

To provide quick responses to referrals

To provide support, advice, guidance and assistance to young people leaving care, or who have left care and are living in the community

To hold a case load of young people aged 16+ in consultation with the Senior Personal Advisor and Aftercare Manager and dependent on client needs

To assist and advise young people in all aspects of caring for themselves on a practical day-to-day level

To provide an agreed level of intensive individual support to young people and undertake practical work towards enabling them to cope with living on their own in the community

To identify appropriate interventions and programmes of work dependent on individual needs and circumstances

To investigate and identify appropriate accommodation for young people aged 16+ and develop/maintain positive working relationships with landlords/landladies

To support young people living in St Christopher`s move on accommodation as agreed with the Senior Personal Advisor and Aftercare Manager

To organise and participate in group work for young people in liaison with colleagues and the Aftercare Manager

To work in cooperation with colleagues in the Aftercare Team, residential homes and semi independent living projects

To liaise proactively with social workers and other professionals to enable access to services for young people i.e. benefits, health, mental health, drugs, alcohol, education, training, employment

To participate in the team rota ensuring staff cover is provided at the Drop-in service and the needs of young people who are in crisis are addressed

To take part in the 'on-call' aftercare services rota for evenings, weekends and bank holidays.

To work flexible hours to meet the presenting needs of the caseload and drop-in service

To maintain up-to-date, factual records in line with St Christopher`s policies and procedures and adhere to relevant legislation

To attend court, review meetings, case conferences and planning meetings as required, and to present work undertaken verbally and in writing

To advise and assist residential care staff in preparing young people for independence and act as a link worker where identified

To advise and assist with the Pathways planning process for young people

To report areas of concern especially in regards to child protection issues to the line manager

To play an active role in the development and operation of the Aftercare Service

To participate in team meetings and regular liaison meetings with The Department of Health and Social Care as required

To take a positive and active role in own professional development, including on-going supervision

To observe principles of confidentiality at all times

To assist senior management in the monitoring, evaluation and development of practice within the service.

2. General responsibilities

To be aware of and adhere to St Christopher's Health and Safety policy at all times

To adhere to and promote St. Christopher's Equality and Diversity policy in all aspects of the work

To be aware of and adhere to all relevant financial procedures and to report any discrepancies to your manager immediately

To participate in St Christopher's performance appraisal schemes and undertake appropriate training and development activities

To work flexibly and professionally in carrying out the duties of the post.

The duties as outlined in this job description are not exhaustive and may change from time to time due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the service or as may be requested by your manager.

Person Specification

Personal Advisor (Aftercare) Isle of Man

CRITERIA
EDUCATIONAL REQUIREMENTS
<i>ESSENTIAL:</i>
<ol style="list-style-type: none">1. Educated to GCSE level or equivalent2. Demonstrable literacy skills
<i>DESIRABLE</i>
<ol style="list-style-type: none">1. NVQ level 3 in Health and Social Care for Young People or equivalent
WORK RELATED EXPERIENCE
<i>ESSENTIAL:</i>
<ol style="list-style-type: none">1. Previous experience of working with young people in a care setting, youth work or relevant voluntary work2. Experience of dealing with challenging behaviour3. Experience of working with young people aged 16+
KNOWLEDGE
<i>ESSENTIAL:</i>
<ol style="list-style-type: none">1. Understanding of the principles of pathway plans working together with professional colleagues and young people to achieve agreed objectives2. Basic knowledge of relevant laws and procedures relating to safeguarding young people3. Awareness of the key areas of practice within a residential setting4. Awareness of issues facing young people such as bullying and exploitation, drug/alcohol misuse and how these impact on behaviour5. Basic knowledge of child development and an understanding of patterns of transition from childhood to adulthood6. Awareness of health and safety issues, including risk assessments and lone working7. Awareness of the use that young people make of technology and to understand the implications of risks of harm8. Know how to interact with young people in ways that support the development of their ability to think, learn and become independent9. Know how to use theory and experience to reflect on and improve practice and challenge your thinking

DESIRABLE

1. Knowledge of Attachment Theory
2. Knowledge of the Children and Young Person Act 2001

SKILLS AND ABILITIES

ESSENTIAL

1. Excellent communication skills and an ability to adapt your method / style of communication
2. The ability to record, summarise, report and share information using written and IT skills
3. The ability to work in a team, forging and sustaining relationships across agencies
4. Excellent interpersonal skills and an ability to relate successfully to individuals from a wide variety of social and educational backgrounds
5. Ability to actively listen in a calm, open, non judgemental way
6. Ability to create good relationships with children and young people keeping within clearly understood boundaries
7. Demonstration of a commitment to supporting and motivating young people and the ability to advocate confidently on their behalf
8. Self awareness and the ability to analyse objectively
9. The confidence to challenge the way you or others practice
10. Ability to demonstrate clear commitment to equality of opportunity in the delivery of services and also in relation to the conduct of business with colleagues, service users and all external personnel and an understanding of the ethnic, cultural and spiritual needs of young people

CIRCUMSTANCES

ESSENTIAL

1. Ability to work flexible hours including evenings, week-ends and bank holidays
2. Full current driving licence