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| **Job Description** | |
| **Post title** | Young Person’s Advisor |
| **JE Reference No** | A5511 |
| **Grade** | Grade 7 |
| **Service** | Children and Young Peoples Services |
| **Service Area** | Childrens Social Care, Looked After & Permanence Service |
| **Reporting to** | Team Manager (Young People’s Service) |
| **Location** | Your normal place of work will be Council Offices, Green Lane, Spennymoor, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The Young People’s Service provides core services to Looked After young people and young people leaving care between the ages of 15 and 25. Also young people aged 16+ who are assessed as being in need.

The post holder will undertake the duties of a Young Person’s Advisor as set out in the Children (Leaving Care) Act 2000 with responsibility for a caseload of young people, whose assessed needs are commensurate with the grade of the post, with the aim of achieving improved outcomes for them.

The main area of responsibility for the Young Person’s Advisor will be to work in partnership with young people, their families/carers and a range of agencies, in order to identify and meet the needs of those young people.

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| **Duties and responsibilities** |

To implement Children and Young People’s Services and LSCB policies and procedures in order to manage risk and implement decisions which ensure that children and young people are safeguarded, and their life chances are enhanced and promoted.

Listed below are the responsibilities this role will be primarily responsible for:

* To fulfil the role of a Young Person’s Advisor as set out in the Children (Leaving Care) Act 2000 with responsibility for a caseload of young people whose assessed needs are commensurate with the grade of the post in terms of their complexity.
* To provide a service to young people, including assessments of need, contributing to more complex assessments where appropriate; preparing and implementing pathway/care planning, reviews, co-ordination of services, advice and support.
* To work in partnership with young people, their families and careers in constructing plans that focus upon the young person’s strengths and wishes.
* To support qualified practitioners in the implementation of specific tasks within a young person’s pathway/care plan.
* To support young people in accessing and sustaining appropriate education, training and employment opportunities.
* To support young people in developing a healthy lifestyle and enable them to access appropriate health and promotion services.
* To ensure that the young people’s accommodation needs are met.
* To ensure that young people’s life chances are enhanced and that they have access to a wide range of opportunities.
* To work effectively and creatively with colleagues within the County Council and with partner agencies from the statutory, voluntary and independent sector, in order to meet statutory requirements.
* To ensure that accurate records are maintained which reflect decision making and to prepare and present reports where appropriate.
* To ensure that young people and their views are at the centre of the service and promote their participation in all aspects of service delivery.
* To participate in service developments designed to maximise young people’s engagement, promote the quality of services and improve outcomes for young people.
* Any other duties as reasonably requested by managers.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety Policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal change to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information during the course of their work and follow the council’s policies and procedures in relation to data protection and security of information.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | NVQ Level 4, or HNC in relevant discipline |  |
| Experience | Significant experience of direct work with children and young people in a social care, health, education, housing or youth and community setting, gained through paid employment or voluntary work. | Significant experience of direct work with young people looked after **or** significant direct work with young people in need. |
| Skills & Knowledge | * Full current driving licence or access to a means of mobility support. * Ability to work flexible hours, including some evenings and weekends. * Ability to assimilate and analyse information and make informed decisions which manage risk. * Ability to communicate clearly – verbally and in writing. * Ability to form effective working relationships with young people and their families/carers. * Ability to work in partnership with other agencies. * Ability to assess, monitor and review plans. * Ability to work as part of a team. * Ability to work on own initiative, to organise workload, achieve deadlines and work under pressure. * Good listening skills * Ability to promote young people’s participation. * Ability to deal with emotional distress and challenging behaviour, including aggression * Awareness of the role of social care. Organisations and resources provided by the statutory, voluntary and independent sector for young people. * Awareness of the problems and issues faced by young people in need. * Awareness of the services available for care leavers and young people in need. * An understanding of child and adolescent development. | * Information Technology skills. * Ability to network, negotiate and advocate on behalf of young people. * Ability to facilitate group work. * Knowledge of legislation and standards relevant to the post, e.g. Children Act 1989 and Children (Leaving Care) Act 2000. * Awareness of the services available for care leavers and young people in need. * Knowledge of Children’s Rights legislation. |
| Personal Qualities | * Enthusiasm for working with young people. * Commitment to achieving positive outcomes for young people. * Commitment to promoting equality and diversity. * Commitment to promoting life chances of socially excluded young people. * Commitment to working with young people in an empowering and non-judgemental way. * Works well under pressure |  |