

# Personal Adviser

## Grade 8

### Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well

### About the Service

In Staffordshire we want to improve the lives of all children and young people. We are using a whole system approach to enable children to be happy, healthy and safe. We are supporting families to stay together so that children can remain within a home environment wherever possible.

Our vision is to create one system, that places children and their families at the heart of all that we do. Where support is required for some families, access to this will be local. Accessible and make a difference and specialisms will work to enhance those offers.

Our workforce is passionate and committed to improving outcomes for children in Staffordshire by providing a consistent, high-quality service to children and families, together with excellent working relationships with our partners and the support from a stable leadership and management team.

We are committed to a culture of shared learning and development in which everyone has a part to play to ensure that our services to children and families focusses on positive outcomes.

### **Looked After Children's Service**

The Service's function is to ensure that all Staffordshire's Looked After Children and Care Leavers achieve their full potential. The Service works in partnership with children, families and other professionals to promote resilience and improved outcomes for children by providing and supporting non-stigmatising, stable placements and after care arrangements.

### **Disability Resources**

The Service's function is to provide a range of flexible short breaks to meet the needs of disabled children and their carers. Short breaks take place during the day, evening, overnights, or weekends, and activities and can take place in the Resource Centre, Family Link, home or community setting. Disability Resources work closely with disabled children, their parents and carers and a range of other professionals, including Independent Futures, to facilitate short break packages to provide a range of positive opportunities for disabled children and give parents and carers a break from their caring responsibilities

### **Reporting Relationships**

#### **Responsible to: Senior Practitioner**

#### **Responsible for: No line management responsibilities**

#### **Key Accountabilities:**

- Holding and managing a full caseload, prioritising all work in accordance with the Directorate's Policies and Procedures, standing orders, budgets and all relevant legislation.
- Complying at all times with the policy and procedures of the Directorate in respect of all aspects of work.

- Ensuring that all work is completed within the stated timescales in accordance with both national and local policy.
- Planning, carrying out and monitoring all activities required for individual children and families to ensure that the five Every Child Matters outcomes are achieved in conjunction with other agencies.
- Undertaking regular reviews of individual children's and family's situations and to use the outcome to formulate new arrangements and plans in conjunction with service users and other agencies.
- Maintaining client records (electronic and paper) in line with Directorate policies and procedures within the framework provided by the Integrated Children's System in relation to recording information about children and families.
- Participating in regular supervision or consultation with the Team Manager (Team Coordinator) and ensuring that they are always made aware of significant issues in respect of children and families.
- Providing high quality and timely assessments and reports in the agreed format for Court's, Child Protection Case Conferences, Statutory Reviews and any other forum as directed by the Team Manager (or Team Coordinator).
- Working in partnership with colleagues within the Directorate and also outside agencies in order to achieve the five Every Child Matters outcomes for vulnerable children in their service area.
- Ensuring that work they are responsible for contributes to the achievement of all agreed performance targets at an individual, team and divisional level.
- Participating in the formulation of new initiatives, and policy across the Directorate as appropriate.
- Attending and contributing to training courses as agreed with line management and to ensure personal development is maintained in accordance with the requirements of the General Social Care Council.
- Supervising and supporting the professional development of social work students and non-social work qualified staff on the team when required.
- Operating at all times within the professional ethics and disciplines of Social Work as described in the BASW code of ethics and the General Social Care Council codes of practice.

- Developing good working relationships with other agencies and other colleagues in the Directorate

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the responsibilities of the job.

The post holder is required to contribute to the achievement of the Council objectives through:

### **Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

### **People Management**

Engaging with People Management policies and processes

### **Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

### **Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

### **Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

### **Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<b>Qualifications/Professional membership</b>  5x GCSE's or equivalent.  NVQ 3 in caring for children & young people (Candidates without NVQ 3 must undertake to achieve it within two years of appointment)	A A
  	<b>Knowledge and Experience</b>  Experience working with adolescents in a social care setting e.g. Social Services, Education or Youth Work.  Experience of working with young people in care, or care leavers.  Experience of working within Ethnic Minority Communities.  Experience of working with teenage parents and teenagers who are pregnant.	A, I A, I A, I A, I
 	 Understanding of the Looked after System for children  Awareness of the particular needs of Black and Asian young people leaving care.  Understanding of the needs of teenagers who are pregnant, and teenage parents.	A, I A, I A, I
 	 Understanding of the education, training and work experience needs of young people, and the opportunities open to them.	A, I A, I
 	 Working knowledge of the accommodation needs of young people.  Working knowledge of the Benefits System.  Understanding of the main principles within the Children (Leaving Care) Act 2000, and who qualifies for a service.	A, I A, I A, I

	<p>Knowledge of statutory framework in which other agencies operate who work with care leavers, e.g. Education, Careers, Housing Associations, Health Authority.</p> <p>Knowledge of Housing legislation</p>	A, I  A, I
	<p><b>Skills</b></p> <p>Demonstrable ability to form constructive relationships with young people from a diverse range of backgrounds.</p> <p>Demonstrable ability to advocate young people's needs to other service providers.</p> <p>Specific skills to meet the needs of particular groups of young people, e.g. those with disabilities or special educational needs.</p> <p>Written and communication skills that enable communication at all levels.</p> <p>Able to use a PC and Microsoft office package</p>	A, I  A, I  A, I  A, I  A, I
	<p><b>Other Information</b></p> <p>A commitment to equal opportunities and anti-discriminatory practice</p> <p>Commitment to working unsociable hours, including weekends on a planned basis.</p> <p>Car driver (suitable adjustments will be made in accordance with Disability Discrimination Act)</p>	



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting  
Talent & Resourcing Team 01785 278300