

Job title – Personal Advisor Grade 8

Our Vision

We have a clear vision for Staffordshire - 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

Our aim is to create an environment where families are supported to stay together safely and live well in their communities by building on their strengths.

This is the right thing to do. Families tell us they do not want to be in services and evidence says that lives are better when needs can be met early within the family or community.

Working in this way is also more sustainable. We can support more families to live better lives if we focus on addressing needs as early as we can. This report details the changes we have already made across the children and families system.

Vision Statement for Children & families

‘To work with partners and families in Staffordshire to enable vulnerable children and young people to be safe and secure; to promote physical and emotional well-being and to help them achieve their full potential within their communities’.

This shared vision has been developed by a range of people involved in and committed to high quality, strong and effective children and families’ services in Staffordshire. It incorporates views and ideas from managers, front-line practitioners and service users who will be the key contributors to making the vision a reality.

Purpose and values of working with children and families

Children & families works closely with partner organisations and our approach is built on the firm foundations of an integrated ‘team around the family’. We facilitate local support and evidence-based intervention for children and families to prevent needs escalating to a level requiring statutory specialist services. Where specialist services are needed, we ensure that timely and effective decisions are made to secure the best outcomes for a child’s future.

Our staff and services are based in localities to provide easy access to families and we work with schools and academies, with Police, health services and a range of other partners through our Local Support Teams to prevent children, young people and families requiring more intensive support.

Our Core Purpose – What we do to help vulnerable children and young people in Staffordshire:

- Ensure resources are used in the most effective and efficient way to achieve sustained improvements to the lives of children, young people and families.

We will share information with commissioners and partners to develop effective and efficient services.

We'll know we have succeeded when we can provide evidence that we are achieving our core purpose within the resources available.

- Work with children, young people and families that are at risk of their needs escalating to a level that requires statutory intervention.

We will invest in services to prevent needs escalating and will recognise that children's needs are best met within their own family and community, where this is safe to do so.

We'll know we have succeeded when an increased proportion of children, young people and families report improved outcomes.

- Involve and engage children, young people and families in aspects of the services that we develop and deliver.

Children & families is committed to involving and engaging children and young people, and we will ensure that our services continue to be fully responsive, that practice is focused on children and young people's needs and that their views are built into the design and delivery of services from the outset.

We'll know we have succeeded when children, young people and their families tell us they are satisfied with our services; that they feel involved and we can provide evidence of where we have acted on service user feedback.

- Share responsibility with partners to achieve positive outcomes for children and young people.

Working with our partners we will deliver services to children and young people to achieve positive outcomes that respond to and meet individual and locality needs.

We'll know we have succeeded when we have evidence to show that shared outcomes have been achieved.

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

Key Accountabilities:

- 1.** Holding and managing a full caseload, prioritizing all work in accordance with the Directorate's Policies and Procedures, standing orders, budgets and all relevant legislation.
- 2.** Complying at all times with the policy and procedures of the Children and Lifelong Learning Directorate in respect of all aspects of work.
- 3.** Ensuring that all work is completed within the stated timescales in accordance with both national and local policy.
- 4.** 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.
- 5.** 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.
- 6.** 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.
- 7.** 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.
- 8.** 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).

- 9.** 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.
- 10.** Ensuring that work they are responsible for contributes to the achievement of all agreed performance targets at an individual, team and divisional level.
- 11.** Participating in the formulation of new initiatives, and policy across the Directorate as appropriate.
- 12.** 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.
- 13.** Supervising and supporting the professional development of social work students and non-social work qualified staff on the team when required.
- 14.** 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.
- 15.** Developing good working relationships with other agencies and other colleagues in the Directorate.

Any other duties commensurate with the grading and nature of the post.

Professional Accountabilities:

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
	Qualifications/Professional membership <ul style="list-style-type: none"> • 5 x 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/I
	Knowledge and Experience <ul style="list-style-type: none"> • Two years' experience working with adolescents in a social care setting e.g. Social Services, Education or Youth Work. • One year's 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. • 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. • Understanding of the education, training and work experience needs of young people, and the opportunities open to them. • 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. • Knowledge of statutory framework in which other agencies operate who work with care leavers, e.g. 	A/I

	<p>Education, Careers, Housing Associations, Health Authority.</p> <ul style="list-style-type: none"> • Knowledge of Housing legislation 	
	<p>Skills</p> <ul style="list-style-type: none"> • Demonstrable ability to form constructive relationships with young people from a diverse range of backgrounds. • Demonstrable ability to advocate young people's needs to other service providers. • Specific skills to meet the needs of particular groups of young people, e.g. those with disabilities or special educational needs. • Written and communication skills that enable communication at all levels. • Able to use a PC and Microsoft office package <p>A commitment to equal opportunities and anti-discriminatory practice Commitment to working unsociable hours, including weekends on a planned basis. Car driver (suitable adjustments will be made in accordance with Disability Discrimination Act)</p>	A/I



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 **Shared Services on 01905 947446**