****

Job and Person Profile

|  |  |
| --- | --- |
| **Job title** | Persons Advisor |
| **Job Reference** | 20548 |
| **Grade and Salary** | 4 – £28,598.00 per annum, pro rata for part time  This role includes performance related pay progression |
| **Directorate** | Children and Young People’s Services |
| **Service area** | Corporate Parenting Management |
| **Team** | Leaving Care & Unaccompanied Asylum Seeking Children (UASC) Service |
| **Location** | Constantine House, 5 Constantine Road, Ipswich, IP1 2DH |
| **Hours per week** | 37 hrs x 2 |
| **Status** | **Permanent** |
| This role offers the following flexible working options | * *Use of flexitime / time off in lieu* * *Working from home (including hybrid home & office working)* * *Working from different Council buildings* * *Working adjusted core hours (eg starting later and finishing later or other patterns)*   All flexible working preferences will be considered alongside the individual demands and nature of the role. |

|  |
| --- |
| **Organisational Context** |

The responsibility of the Children and Young People’s Directorate (CYP) is to ensure the safety, well-being and learning of children and young people. To do so we need to “make every intervention count” to create impact and bring about sustainable change for children, young people and their families where need is identified. We are determined to continuously improve our services by working in partnership to ensure that our work is high quality and effective.

|  |
| --- |
| **Main purpose of the job** |

To act as a catalyst for change working directly alongside children, young people and their families.

|  |
| --- |
| **Typical responsibilities of a role at this level** |

**Communicating and engaging with children, young people and their families, with colleagues and with communities.**

* Work directly with children, young people and families using the Suffolk Signs of Safety and Wellbeing framework.
* Where required by the role, to act as Lead Professional for named families as directed by colleagues, being the key contact with the family and liaising with other professionals to provide a joined-up response.

**Assessment, Planning and Review**

* Use Suffolk signs of safety principles, disciplines and tools.
* Where required, to participate in CAF, multi-agency assessment, Statutory Assessment and other relevant assessment processes.

**Effective Practice**

* To work alongside children, young people, parents and families where there are early signs of social, emotional, health or behavioural issues to bring about sustainable improvement.
* Work within the service guidelines, statutory guidance and legal frameworks.
* To respond to needs identified with the family by identifying and delivering evidence-based interventions as required.
* To support families with complex problems where statutory intervention is required under the guidance of a Social Worker, Lead Professional or Health Colleagues as appropriate.
* Engage in individual and group supervision with managers and practice leads.

**Reporting and Accurate Recording**

* To maintain up to date records and data using electronic devices and systems as directed and to provide reports as required.
* To contribute to ensuring successful completion of Quality Assurance processes within team.

**Information, Advice and Signposting**

* To provide information and signposting for children, young people and families to relevant universal and specialist services in the local area and beyond where appropriate.

**Multi-Agency and Partnership Working**

* Actively build relationships and networks with other professional groups and services in the locality.

**Managing Risk and Safeguarding**

* To identify risk and safeguarding concerns and escalate immediately where appropriate.
* To undertake other tasks allocated manager or senior colleagues, in keeping with the responsibilities of the grade:
  + Work in accordance with the Council’s statutory responsibilities, policies and service procedures and comply with equality and diversity policies, procedures and legislation.
  + Maintaining customer confidentiality in accordance with the Data Protection Act and SCC guidance.
  + Participate in performance appraisal and consultation with team managers as required.
  + Participating in training and development opportunities, in order to improve personal knowledge, skills and effectiveness.
  + To transport children and young people where required by job role.
  + To work in the homes of children and families and in a variety of other settings.
  + An understanding of safeguarding concerns and specific risks associated with UASC and adult care leavers.

|  |
| --- |
| **Autonomy** |

The practitioner will:

* Be expected to use their experience, knowledge and skills alongside CYPS guidelines in every engagement with children, young people and families to determine the level of intervention required.
* Offer face to face, telephone and written support and information as appropriate to role.
* Be responsible for keeping accurate and timely records of work with children, young people and families and writing relevant reports using electronic or other systems as directed.
* Be responsible for recognising and appropriately responding to safeguarding and risk issues.
* Have access to a line manager for decisions that fall outside their delegated responsibilities.
* Be required to organise their own workload in discussion with manager.
* Identify unanticipated problems and escalate to senior colleagues.

|  |
| --- |
| **About the team** |

This specialist UASC team part of the Leaving Care and UASC service have responsibility for Unaccompanied Asylum-Seeking Children and Leaving Care Asylum Seekers and Refugees.

This role will involve working with over 18-year-old Care Leavers who will need ongoing support with their housing, training/employment and Asylum process. You will hold case responsibility for these young adults and carry out Pathway Plans until at least their 21st birthday.

|  |
| --- |
| **What you will be expected to deliver in the role** |

**The postholder will:**

* Prioritise the needs of vulnerable Asylum Seekers and Refugees until early adulthood.
* Undertake Regular welfare visits to manage and assess risk and appropriate housing conditions/support with eviction notices etc.
* Chair Pathway Review Meetings using the Triple Planning process.
* Support the Care Leaver to Home Office appointments relating their Asylum and/or Appeal process.
* Help Care Leavers with employment and education complications.
* Support Care Leavers with finances/benefits and budgeting requirements.
* Have oversight and management of their Setting Up Home Allowance and offer advice and guidance to support care leavers to live independently in their community.
* Advocate on behalf of care leavers to other agencies.
* Assist to develop positive relationships with their peers.
* Undertake Humans Rights Assessments if/when they are Appeals Rights Exhausted and have no recourse to public funds.
* Network with Asylum/Refugee charity and organisations.
* The team is based in Ipswich and works across the county and outside of the county when required, so the ability to travel independently is essential.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

|  |
| --- |
| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Suitable practitioner level qualification at Level 3 or equivalent experience in relevant area of work.
2. Evidence of continuing professional development.

**Values and personal qualities**

1. Demonstrates personal values and behaviours aligned to our corporate [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) values.
2. Passionate about making a positive difference for Suffolk.
3. Committed to listening to children and families and to working collaboratively with them to address concerns.
4. Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

**Specialist knowledge skills and experience**

1. Demonstrates knowledge of Signs of Safety and practical understanding of solution focused approaches of intervention.
2. Ability to clarify risks and concerns and focus on solutions to create a climate in which change can happen.
3. Ability to recognise Child Protection and risk issues and alert concerns to manager.
4. Understanding of the early intervention and preventative agenda.
5. Broad knowledge of the social and emotional factors that affect a child’s capacity to learn and develop.
6. Understanding the diverse range of needs of clients and backgrounds
7. Evidence of the ability and commitment to support and motivate children, young people and their families.
8. Proven use of effective communication to de-escalate challenging situations and provide appropriate advice and facilitation
9. Sensitivity to disability, sexuality, gender and ethnicity issues.
10. Proven ability to make constructive contribution to meetings and negotiate with a range of stakeholders, settings and contexts.
11. Accurate and specific information recording and record keeping skills.
12. Demonstrates awareness of the importance of using plain language and the ability to do so.
13. Excellent communication skills with a commitment to listening to young adults around challenging topics such as family loss, mental health difficulties, substance misuse and criminality.
14. Experience of solution focused approaches in practice.
15. Relevant experience of working directly with children, young people and their families.
16. Evidence of collaborative work with families.
17. Ability to find solutions, plan and develop interventions with families.
18. Knowledge of relevant legislation, regulations and guidance as appropriate to role. (Desirable)
19. Knowledge of associated agencies and their working practices. (Desirable)
20. Awareness of a range of assessment frameworks. (Desirable)
21. Experience of using Suffolk Signs of Safety and Wellbeing principles, disciplines and tools. (Desirable)
22. Experience of group work. (Desirable)
23. Experience of working with children and families where there have been Safeguarding concerns. (Desirable)
24. Experience of working alongside parents who may have mental health, learning or physical disability or sensory impairment. (Desirable)
25. Experience of assessment and/or observation of the developmental needs of children. (Desirable)
26. Experience of working with a range of agencies and communities. (Desirable)

**Additional requirements**

*(These are required for this role, but it is not necessary to demonstrate in your application)*

1. To work in a variety of locations and client’s homes, including rural areas if required by the post.
2. A DBS check will be undertaken for the successful candidate.
3. Good organisational skills and the ability to prioritise work and meet deadlines.
4. Willingness to undertake training as required to update knowledge and skills.
5. Evidence of successfully working alone as well as part of a team.

**Travel requirements**

This organisation positively encourages the use of technology to communicate and engage, but in this role you will need to operate across a wide and rural area, so you must either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

|  |  |
| --- | --- |
| **W** | **Wellbeing** – Looking after yourself and each other #oneteam |
| **E** | **Equality** – Respecting, valuing, embracing, and celebrating everyone’s unique differences |
| **A** | **Achieve** – We are the best we can be |
| **S** | **Support** – We work as one team |
| **P** | **Pride** – We are passionate about making a positive difference to the people and place of Suffolk |
| **I** | **Innovate** – We believe that every penny counts and every minute matters |
| **R** | **Respect** – We give and earn respect |
| **E** | **Empower** – We empower, encourage, and motivate |

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our ASPIRE values.

|  |  |
| --- | --- |
| **Guaranteed Interview Schemes** | If you are a care leaver or have a recognised disability, please tell us on your application form and we offer a guaranteed interview for those who meet the essential criteria from the role. |
| **Reasonable Adjustments** | If you have a disability or long-term illness that may prevent you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment can be made.  **Tel: 03456 053 000 Email:** [**recruitment@suffolk.gov.uk**](mailto:recruitment@suffolk.gov.uk) |

|  |
| --- |
| We offer a fantastic working environment including diverse and active staff networks,  great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents. Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more. |

