



Staying Close Personal Adviser

Salary: Band 7, **£31,067 to £35,035** per annum, plus a 7.5% enhancement for working evenings and weekends

Contract **Type: Permanent**

Hours: **Full time** (37 hours per week)

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment to improve outcomes for children.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

The Service

Portsmouth City Council is committed to ensuring young people leaving residential care in their pathway to independence achieve the best possible support to optimise life chances. You will be part of a team providing intensive support and nurture to young people to help them develop the skills they need to live independently. The intervention will be delivered using a 'Team around the Worker' approach to reduce fragmentation of service delivery.

What is the Role?

You will be responsible for engaging with approximately 10-15 care experienced young people aged 16 - 25. You will support young people emotionally and practically to move into a variety of different types of accommodation assisting them in developing and /or strengthening the skills necessary for independent living. This will include assisting them to clean and maintain their home, complete benefits applications, and support young people into appropriate education, training programmes or employment. It will also include driving young people to appointments, so a driving licence and use of a car are essential.

Post holders will be expected to work flexibly at times that meet the needs of young people who you are working with. This includes morning and evening work and some weekend work. The role will be key to improving emotional resilience and self-esteem and optimising opportunities for young people to progress, reduce harmful behaviours and achieve positive outcomes.

Key tasks and responsibilities:

As the key worker for the young person, you will:

- Work closely with the network of professionals around the young person i.e. social workers, residential workers, Independent Reviewing Officers, and the CAHMs therapist to ensure a team around the worker approach is integrated and embedded.

- Use the PATH process with young people to identify goals and aspirations and work together to develop an individual Pathway Plan. As a keyworker you will be responsible for supporting the young person in achieving their plan.
- Mentor, coach and support each young person to improve their emotional resilience and take up opportunities to maximise life choices. Be able to work alongside the young person and be both a role model and an advocate.
- Develop links with colleges and local business to identify relevant learning and employment opportunities, apprenticeship schemes and work programmes to 'match the needs' of the specific young person and support their engagement.
- Develop creative activities and opportunities for group work to enhance positive peer support networks for young people in their homes.
- Support young people to strengthen their family/community relationships and support networks.
- Support young people with interview skills, CV writing and applications for work.
- Work proactively with both young people and Housing colleagues to ensure their accommodation is maintained to a good standard. Be responsible for reporting repairs, doing health and safety checks and dealing with any nuisance or antisocial behaviour.
- Be responsible for the turning round of void rooms to ensure they are ready to let in a timely manner.
- Support and assist young people to maximise their income (including claiming benefits where necessary) and manage their tenancy.
- Use a restorative approach to manage disputes or conflict between young people or neighbours.
- Maintain records and data systems and track progress of young people.

Who is the Person?

You will need to answer these **essential** questions:

- Do you have a driving licence and use of a car? You must have a Driving licence and use of a car to take young people to appointments.
- Do you have excellent communication and interpersonal skills with the ability to engage effectively with young people and professionals?
- Do you have the ability to converse at ease with customers and provide advice in accurate spoken English? This is essential for the post.
- How can you demonstrate that you are passionate about working with young people and able to sustain positive and effective relationships with young people, their families, and professionals?
- Do you have the ability to challenge appropriately (young people and other professionals)?
- Do you have the capacity to work effectively alone and as part of a team? Can you provide examples of how you have done this in the past?
- Are you resilient and solution focused? Are you non-judgemental? Can you provide examples?



- Are you influential and persuasive to optimise opportunities for young people, you will be aspirational for young people wanting the very best for them?
- Do you have good attention to detail, accurate report writing skills with excellent literacy and numeracy skills?
- Are you organised and have excellent workload management ability?
- Do you have the ability to work intensively and flexibly with young people and as a result be flexible in working arrangements?
- Do you have experience of working with young people with challenging behaviours and a spectrum of needs and abilities?
- Do you have experience of mentoring and supporting young people to overcome personal difficulties?
- Do you have an understanding of how trauma and neglect can impact on young people?
- Do you have an Awareness of Data Protection and Information Governance? This is essential, and do you understanding the importance of confidentiality?
- Are you competent with using Microsoft software including: Excel, Word and Outlook and able to use IT systems to keep clear, accurate, concise and methodical records?
- Do you have Level 2 Maths and English (GCSE or equivalent)?

The following questions are desirable for the role:

- Do you have experience of working in the supported housing sector? Are you able to help a young person set up home?
- Do you have experience of running groups and undertaking group work as well as individual work with young people?
- What knowledge do you have of Children and Social Work Act 2017 and legislation relating to care leavers?
- Do you understand the journey of Looked after Children and care leavers?

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.