

Role profile

Job Title:	Leaving Care Worker	Grade: 8	Spinal column points 26-28
Department:	Leaving Care Team	Post no.:	57757, 53682, 48738, P013689
Directorate:	Children's Services	Location:	Various

Role reports to:	Deputy Team Manager
Direct reports:	n/a
Indirect reports:	n/a

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- In consultation with the Service User, and where relevant their carer. Carry out assessment of social care need, including a full financial assessment, within the departmental guidelines. This will include the assessment of those people with a permanent and substantial disability and may also include joint investigations with Social Workers and staff from other agencies. Having completed the assessment to agree, with the Team Manager, the resultant care plan, which identifies various, appropriate options.
- To improve outcomes for children and young people, enabling them to have security, stability and enabling them to develop in all aspects of their lives.
- To agree with Social Work Team Manager / Budget Holder the level of services that can be accessed to meet the assessed identified need and risk.
- To maintain high standards of professional practice and to be responsible for social work provision in accordance with the legislative and regulatory framework and departmental guidance and procedure.
- To ensure that Young people post 18 years of age are safeguarded and supported in all aspects of independent living

Key accountabilities

- To be responsible for an allocated workload, to work to deadlines and prioritise work in line with departmental policy and procedure under the direction of a Team Manager or Deputy Team Manager.
- To undertake statutory duties in relation to Care Leavers e.g to act as the statutory Personal Advisor to Care Leavers undertake statutory visits, pathway plans, reviews and PEPs .
- To make safeguarding referrals where required for the children of care leavers.
- To participate in a duty rota and as part of that team to undertake initial assessments of need, respond to emergencies and to answer inquiries from the public and other professionals about services.
- Undertake Pathway Plan Assessments and devise a Pathway Plan in conjunction with young people and in consultation with the Team Manager to initiate the provision of service.
- To record all information regarding needs which have not been met through assessment and bring it to the attention of the Team Manager.
- To keep and maintain accurate, quality and up to date records on cases, using the appropriate computer systems, of visits made and all other work carried out. Reports to be placed on correct form on client files and reviews of current cases to be undertaken with senior colleagues.
- To assist and support young people in independent living skills.
- Enable clients to cope with significant changes in their lives, e.g. story work with a child.
- To provide an "After Care" service to young people who have been looked after by the department or referred by outside agencies. To support and enable care leavers to adjust to independence and achieve their full potential.
- To visit young people in a variety of settings to support them in developing their independence.
- Monitor pathway plans and review individual packages of care within the complete administration, using the appropriate information technology, to

enable management to monitor progress of pathway plans and take action as required.

- To be responsible for the preparation of reports and applications to all agencies for further funding or service provision.
- To be able to provide relevant service information and advice to service users, their carers and other agencies. To ensure that service users and their carers are able to influence service planning and delivery and that they are enabled to use the departmental complaints procedure should it be appropriate.
- To maintain confidentiality and observe the principles of data protection; be able to recognise and respond appropriately to situations where it is necessary to share information to safeguard service users, carers or others.
- To be proactive in implementing the Council's Equality and Diversity policy, both in professional practice and service delivery.
- To represent the departmental at interdepartmental and interagency meetings, including case conferences.
- To represent the team on working groups or liaison/multi-disciplinary meetings which may include Health, Housing, and other agencies.
- Where appropriate assist in the induction and training of all new staff.
- To make full and risk assessed placement referrals for young people which include safeguarding for them and others in placement.
- To undertake risk assessments relating to Mental Health, criminal history, safeguarding issues, missing episodes
- To act as an appropriate adult in custody situations
- To contribute to training and development activities on practice issues.
- To support the Council's vision for Children's Services in line with overall corporate objectives.
- Take responsibility for own continuous professional development and learning.

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- Any other duties and responsibilities of a similar professional nature and at a similar responsibility level to those described above, which may be allocated from time to time.
- To attend other agencies statutory meetings that relate to allocated young people

Key performance indicators

- Ensuring statutory timescales are adhered to, i.e. visits to young people, Pathway Plan and reviews.
- Ensuring that all cases are handled to the highest professional standard and within the legal/ethical boundaries of the profession. Cases to be managed as expediently as possible ensuring the right outcomes for the children at risk in the Borough.

Key relationships (internal and external)

- Young people (Care leavers) and their families
- Internal professionals – Social Care teams, Aftercare, LAC Education, Young People's Sexual Health Team, Substance Misuse Team
- External professionals – Health, Education, Connexions, Youth Offending Service/Probation, Mental Health Services, Placement Key workers, Housing

Authority level

- Not applicable

Person specification

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Candidates, please address the criteria marked with () only in your application. Please give examples.**

Essential knowledge, skills and abilities

- 1) **Ability to adhere to and promote Councils Equality and Diversity Policy.

- 2) **Ability to practice within the legal and ethical boundaries of the profession, managing dilemmas and conflicting values professionally in practice and respecting the confidentiality and the dignity of others.
- 3) Ability to work with service users from diverse backgrounds and an understanding of the impact of discrimination in the delivery of services to children and families.
- 4) **Ability to identify and assess levels of risks and needs.
- 5) **Ability to prioritise and achieve agreed deadlines.
- 6) Ability to communicate both verbally and in written form and effectively build and maintain appropriate working relationships with service users and colleagues.
- 7) **Ability to write reports to a professional standard and ensure good record keeping.
- 8) Ability to critically reflect upon and analyse information from a wide range of evidence sources to inform decision-making.
- 9) **Ability to prioritise work, exercise initiative and use personal authority appropriately.
- 10) Ability to take responsibility for own conduct, practice and learning; active engagement in personal continuous professional development and supervision and understanding of the value of these.
- 11) **The ability to hold a caseload of 26-30 care leavers aged 18-30 years of age.
- 12) **Ability to use IT systems and software packages to maintain accurate and comprehensive work records (e.g. assessments, reviews and plans).
- 13) To have knowledge of and provide advice and guidance in relation to employment, benefits, education and immigration.
- 14) **To have the ability to work with young people who present on duty and participate on the team's duty system.

- 15) To have the ability and skills to accompany young people to appropriate appointments such as housing or court.
- 16) **The ability to present cases to the finance panel on a monthly basis.
- 17) The skills to assess and teach semi-independence skills.
- 18) To have a good knowledge and understanding of issues in relation to substance misuse and domestic violence.
- 19) The skills to provide advice and support to young parents and to help them access services.
- 20) The ability to attend Child Protection Conferences and write update reports on care leaving parents of children subject to a child protection plan.
- 21) The skills and ability to attend court and give evidence where appropriate in cases relating to children of care leavers.
- 22) The ability to prepare files and to support young people in accessing their files in adherence to Data Protection legislation regulations and guidelines

Essential qualification(s) and experience

1. No formal qualifications required.
2. Experience of dealing with young people either through employment or personal circumstances.
3. Experience in working with Statutory Agencies.
4. Experience of working with young asylum seekers is preferable.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they'll do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards