

Role Profile

Job Title:	Leaving Care Worker	Grade: 7	Spinal column point range:
Department:	Leaving Care Team	Post no.:	
Directorate:	Children & Families	Location:	

Role reports to:	Team Manager
Direct Reports:	Deputy Team Manager
Indirect Reports:	
<p><i>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.</i></p>	

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 agree with Social Work Team Manager / Budget Holder the level of services that can be accessed to meet the assessed identified need and risk

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 participate in a duty rota and as part of that team to undertake initial assessments of need, respond to emergencies and to answer inquires from the public and other professionals about services.
- Following assessment and agreed care plan 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 prevent further deterioration of family by supporting individuals / families who are temporarily unable to function independently e.g. illness of parent, child
Undertaking supportive visiting to those people with a physical or learning disability.
- Enable clients to cope with significant changes in their lives, e.g. story work with a child.
- Undertake the guidance of a Team Manager to be responsible for supervising contact visits by parents and other involved parties to children in care in a variety of settings. To observe and report behaviour and interaction between parties. To provide physical and emotional support to children before, during and after the access visit.
- Encourage good childcare practice by advising parents on child development, communication and stimulation through play, diet, physical hygiene and safety in the home. Work in conjunction with staff from other agencies i.e. health visitors.
- Contribute to the general welfare of clients whilst on office premises e.g. caring for children outside of a case conference or review meeting.
- To make recommendations for minor adaptations independently and after consultation with a Care Manager (Occupational Therapy) and to check that they have been satisfactorily completed. To be responsible for the administrative tasks involved in processing adaptations and to liase with BRETS and the relevant finance section in order to facilitate the implementation of minor adaptations.
- Monitor Care plans and review individual packages of care within the complete administration, using the appropriate information technology, to enable management to monitor progress of care 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

<p>are able to influence service planning and delivery and that they are enabled to use the departmental complaints procedure should it be appropriate.</p> <ul style="list-style-type: none"> • To represent the departmental at interdepartmental and interagency meetings, including case conferences. • Where appropriate assist in the induction and training of all new staff. • 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.
<p>KEY PERFORMANCE INDICATORS:</p> <ul style="list-style-type: none"> • Statutory timescales are adhered to, i.e. visits to young people, Pathway Plan reviews
<p>KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):</p> <ul style="list-style-type: none"> • Young people (Care leavers) and their families • Internal professionals – Semi-independent Outreach Team, LAC Education, Horizons Centre, 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
<p>AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):</p> <ul style="list-style-type: none"> • Not applicable

Person Specification

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.

<p>ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:</p> <p>* Key criteria – applicants need only address points with * please give examples.</p> <ol style="list-style-type: none"> 1) *Ability to adhere to and promote Councils Equality and Diversity Policy. 2) *Ability to prioritise and achieve agreed deadlines. 3) Ability to ensure provision of service for children and their families.
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- 4) *Ability to communicate both verbally and in written form and effectively build and maintain appropriate working relationships with service users and colleagues.
- 5) *Ability to write reports and ensure good record keeping.
- 6) Knowledge of child development and ability to encourage good parenting skills.
- 7) *Ability to work as part of a team, actively participate in supervision.
- 8) *The ability to hold a caseload of 26-30 care leavers aged 18-24 years of age.
- 9) To have knowledge of and provide advice and guidance in relation to employment, benefits, education and immigration.
- 10) *To have the skills to participate and undertake in Pathway plan Reviews and plan updates.
- 11) *To have the ability to visit young people throughout Great Britain in accordance with the Leaving Care Act 2000.
- 12) To have the ability to work with young people who present on duty and participate on the team's duty system.
- 13) *Ability to deal with conflict calmly and effectively.
- 14) *To have the required skills/ ability to liaise with other agencies including health, YOS, probation, education, housing and police.
- 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 ability to move young people where appropriate to accommodation within Great Britain.
- 18) *The ability to keep clear, concise, up to date case records on Mosaic.
- 19) The skills to assess and teach semi-independence skills.
- 20) To have a good knowledge and understanding of issues in relation to substance misuse and domestic violence.
- 21) The skills to provide advice and support to young parents and to help them access services.
- 22) The ability to attend Child Protection Conferences and write update reports on care leaving parents of children subject to a child protection plan.

23) The skills and ability to attend court and give evidence where appropriate in cases relating to children of care leavers.

24) 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):

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

Values & Behaviours

Improving lives 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