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| **Post title:** | Leaving Care Case Worker |
| **Grade:** | I |
| **Responsible to:** | Leaving Care Team Manager, Assistant Team Manager |
| **Staff managed:** | None |
| **Directorate:** | Children and Young People’s Service |
| **Service:** | Children and Families |
| **Job family:** | **C&S - Care & Support** |
| **Date of issue:** | August 2023 |

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| Job context |
| * Children’s Social Care provide services which follow from specific legislation in relation to Leaving Care as well as other Government guidance and policy. We are committed to providing good quality services to support children young people and their families. Work will be underpinned by the Directorate’s policies, procedures, and value base, embedded in social work principles and research. All work will be carried out on a multi-agency basis. * Work may be carried out in NYC premises, partner agencies premises or in the young person’s place of residence. * Weekend and evening working will be required in some cases due to the need to provide support to families outside office hours. * This role involves spoken communications, so a confident use of English language is required. * Enhanced DBS check required. * The post holder will need to have or be working towards one of the following qualifications: * Social Work degree, Diploma in Youth Work, Diploma of Connexions Personal Advisors, Level 5 Diploma in Leadership and Management for Health and Social Care and Young Peoples Services.   For Grade JK as Grade, I plus:   * East/West Area - Provide a link between those young people in residential care and those with complex transitions and the Leaving Care Team. * Selby/Northallerton Area – Co-ordinate a pool of volunteers to support care leavers in social activities. |
| Job specifics |
| For all levels:   * Participate in the completion of the young person’s Needs Assessment, Pathway Plan, and reviews of Pathway Plans. * Take key worker responsibility in reviewing the Pathway Plan after a young person has left care. * Take accountability with the Responsible Authority in the implementation of the Pathway Plan, through direct contact with the young person, carers, and Partner Agencies. * Assist in implementing and delivering the Participation Agenda for young people.   For Grade JK as Grade, I plus:   * Represent the leaving care team at relevant meetings regarding transitions. |

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| Operational management: | * Utilise observation and judgement in the process of on-going assessment: understand the context in relation to behaviour, listen actively and respond to concerns. * Evaluate the situation and record in an appropriate manner. * Understand your role in promoting the normal development of young people. * Understand the systems for obtaining support and reporting concerns in order to support and protect colleagues and young people, particularly in relation to safeguarding. |
| Partnerships: | * Ensure a high standard of communication and teamwork with other practitioners and professionals. * Contribute to the building of sustaining relationships across agencies to provide a good network of support for young people in all areas. * Share experience and initiate action through contribution to creative and innovative working with young people. * Co-ordinate the provision of services and take responsible steps to ensure that young people make use of such services, as identified in the Pathway Plan. * Liaise with a variety of community partners to improve the range of opportunities for young people leaving care and to improve outcomes. * For Grade JK, as Grade I plus: * To influence colleagues inside and outside the team to share experience and encourage ideas and action that support young people in creative and innovative ways |
| Communications: | * Establish rapport and respectful trusting relationships with young people in order to support them to reach their potential. * Utilise communication skills and especially summarising and explaining with the purpose of informing, involving, and engaging and promoting the independence of young people. * Provide advice and support including practical support. This may include assisting young people move into their accommodation, assistance with budgeting, household management, assisting young people to make appointments with other services etc., and assistance with Education, Training and Employment. * Through regular contact with the young person and key partners, stay informed about the progress and well-being of young people. * Understand and apply the procedures and legislation relating to confidentiality issues as they apply to this role. |
| Systems and information: | * Maintain timely written records of contact with young people, their families/carers and partner agencies, in accordance with North Yorkshire County Council Children’s Services Policy and Procedures. * Utilise the appropriate systems for ensuring case recording is accurate and up to date and compliant with the standards set out by the Leaving Care Team. * Encourage children and young people to share information |
| Safeguarding: | **For all Grades:**   * Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. * Prioritise and act upon safeguarding concerns at all times. * Involve children and young people when taking action.   **For Grade JK, as Grade I plus:**   * Support Leaving Care Case Workers where young people are deemed at high risk, demonstrating high risk to others, or showing complex needs through mentoring or showing complex needs through mentoring or co-working. |

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| Person Specification: |  |
| Essential | **Desirable** |
| Knowledge  For all Grades:   * A good knowledge of the legislative framework for leaving care. * Awareness of issues for young people in and leaving care * Recent relevant and significant experience of working with young people, aged 16 – 25, who are often disadvantaged or disaffected or in need of additional help to progress into employment, training, or learning.   For Grade JK, as Grade I plus:   * A detailed knowledge of the associated legislation, regulations, and guidance in relation to working with young people aged 16-25 * A detailed knowledge of current best practice * Experience of assessment work   Experience  For all Grades:   * Recent relevant and significant experience of working with young people, aged 16 – 25, who are often disadvantaged or disaffected or in need of additional help to progress into employment, training, or learning.   For Grade JK, as Grade I plus:  Experience of assessment work | **For Grade J:**   * Knowledge of the providing a link for those young people in residential care and those with complex transitions * Providing mentoring support to colleagues * Working with volunteers * Advocacy work * Multi-agency working   **For all Grades:**   * Advocacy work * Multi-agency working   **For Grade J, as Grade I plus:**   * Providing mentoring support to colleagues * Working with volunteers |
| Occupational Skills   * Literacy and numeracy skills sufficient to be able to make accurate written records. * IT skills to enable affective use of computerised systems including email, ICS (case recording system), also to include competency in word processing, manipulating spread sheets, and accessing information from databases. * Verbal communication skills to engage effectively with young people and to be able to discuss sensitive, possibly contentious issues, influence their behaviour. * The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. * Ability to support and motivate others effectively. * Adopt a positive approach to education, training and employment and inspire others to do the same. * Ability to form and maintain appropriate relationships with young people whilst maintaining appropriate professional boundaries. * Emotional resilience in working with challenging behaviours, attitudes to authority and discipline. * Research and presentation skills as well as ability to be innovative and creative in approach. * Customer-facing role requiring the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post | **For Grade J, as Grade I plus:**   * Counselling skills * Inter-agency collaboration |
| Behaviours  [link](https://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives#accordion-content-0-0) |  |
| Professional Qualifications  For Grade JK:   * To have or be working towards one of the following qualifications- Social Work degree, Diploma in Youth Work, Diploma of Connexions Personal Advisors, Level 5 Diploma in Leadership and Management for Health and Social Care and Young Peoples Services | **For Grade I:**   * An approved professional qualification at a minimum of Level 4 e.g., Careers Advisers, Youth Worker, Social Worker, Teacher |
| Other Requirements   * Ability to meet the travel needs of the post- please be aware that this may involve significant travel implications where children are living away from North Yorkshire * Availability to work outside office hours as and when required |  |

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| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g., apprenticeships and work shadowing/coaching. * As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities. * Career progression to Senior Leaving Care Case Worker will be via competitive interview. Successful candidates will be appointed based on a combination of experience knowledge and qualifications. The post holder will need to have or be working towards one of the following qualifications: * Social Work degree, Diploma in Youth Work, Diploma of Connexions Personal Advisors, Level 5 Diploma in Leadership and Management for Health and Social Care and Young Peoples Services. |

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| Structure |
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NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.