**The Role of the Personal Advisor**

 **2022**

* To hold a caseload of Eligible, Relevant, Former Relevant and Qualifying care leavers, aged 15 ¾ - 25.
* To work alongside the allocated social worker for the Eligible care leavers.
* To have full case responsibility for Relevant and Former Relevant care leaver and Qualifying care leavers aged 18-21.
* To prepare care leavers to live independently.
* To ensure care leavers are aware of their financial entitlements, rights as care leavers, accommodation options and services available to them.
* To undertake and record needs assessments of all Relevant and Former Relevant care leavers, every 6 months or when a significant change occurs.
* To Undertake and record needs assessments for all Qualifying care leavers when a leaving care service is requested or when a significant change occurs.
* To arrange, coordinate and record pathway plan reviews for all Relevant and Former Relevant care leavers, every 6 months or when a significant change occurs.
* To arrange, coordinate and record pathway plan reviews for all Qualifying care leavers when a service is requested or when a significant change occurs.

*Pathway plan reviews for all young people should be held in conjunction with the young person's wishes, best practice is for pathway plans to be multi agency and may requires a qualified social worker to chair if the young person's needs are complex.*

* To be in face-to-face contact with young people in line with their needs but no less frequently than every 12 weeks for eligible young people and no less frequent that every 8 weeks for relevant and former relevant young people.
* To support care leavers to access their Setting Up Home Allowance (SUHA).
* To support care leavers to manage their finances.
* To ensure that every care leaver is equipped to independently meet their needs into adulthood, with a; dentist, GP. Bank account, the correct forms of identification, National Insurance number.
* To support care leavers in identifying and moving into their own accommodation, when they are ready to do so.
* To support care leavers in maintaining their accommodation.
* To ensure that education, training and employment is a priority and that aspirations are high for care leavers and support is offered to young people in achieving their goals.
* To ensure that all care leavers have their PA's contact details, EDT details, access to the service's Facebook page, MoMo and details of team managers and senior managers.
* To interface with the Children's Rights Service when required.
* To ensure care leavers know how to access advice from more specialist services (e.g.

legal; welfare rights etc)

* To liaise with education and training providers to promote positive outcomes.
* To meet with accommodation providers and attend housing panels if needed.
* To contribute to the planning of Staying Put arrangements as per the procedure.
* Attend the county meetings when required.
* Contribute to and be committed to service development.
* Actively encourage and motivate care leavers to participate in service development.
* To attend team meetings and briefings.
* To attend supervision.
* To ensure that care leaver's exit interviews are complete To follow the procedures.
* To keep recording on LCS is up to date and captures the voice of the young person.