

The Role of the Personal Advisor

- To hold a caseload of Eligible, Relevant, Former Relevant and Qualifying care leavers, aged 15 $\frac{3}{4}$ - 25.
 - To work alongside the allocated social worker for the Eligible care leavers.
 - To have full case responsibility for Relevant, Former Relevant and Qualifying care leavers.
 - 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 al Qualifying care leavers when a 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 contact with young people in line with their needs but no less frequently than every 8 weeks. Face-to-face contact is considered best practice, however, other methods of contact can be used in line with the needs of the young person.
 - 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.