

<b>Role Title</b>	<b>Leaving Care Coach</b>
<b>Job Family</b>	<b>Children &amp; Families Division</b>
<b>Location</b>	<b>Children in Care Service</b>
<b>Pay Scale</b>	<b>Indicative SO2</b>
<b>Purpose</b>	
To work in partnership with young people leaving care to ensure that they are supported to live independently and function as independent citizens in good quality accommodation, with access to appropriate education or training facilities and any other additional supports required for successful independent living.	
<b>Generic Accountabilities</b>	<b>End Results/ Outcomes</b>
Identify the needs and abilities of young people through the use of appropriate diagnostic processes and assessment tools.	<p>Accurate identification of Children and young people's eligible needs.</p> <p>Relevant responsible Authority is informed according to procedures.</p> <p>Pathway plans reflects the diverse needs of the young person and are regularly reviewed.</p> <p>Risk to the health, safety and wellbeing of children and young people and the public is effectively identified, recorded, evaluated and reduced.</p>
Provide advice, information and guidance to colleagues and young people.	<p>Advice is provided on leaving care and after care issues.</p> <p>Develop appropriate materials, publicity and working practices in this area of work.</p> <p>Enable young people to develop their personal, social and independent living skills.</p>
Liaise internally and externally and work with colleagues from other agencies to ensure their contribution and that the individual Pathway Plans for the young people are achieved.	<p>Agreed, clear, accurate information is shared via the most appropriate channel.</p> <p>Appropriate actions are taken to the known circumstances.</p> <p>Arrange and participate in agreed multi-agency meetings.</p> <p>Develop close working relations with key agencies to promote positive outcomes for young people.</p>
Maintain properly documented case files, records and information. Prepare reports on DOH targets as required.	<p>Clear record of actions, circumstances and decisions are provided.</p> <p>The progress of the young people is monitored and contact maintained.</p>

	Information is managed in compliance with legislation and best practice.
Carry out all duties with an awareness and understanding of the Safeguarding requirements within area of responsibility.	Work complies with all safeguarding policies and procedures that apply to the role.  Behaviours and actions support the safeguarding of children and young people
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.
<b>Job Specific Accountabilities</b>	
Develop and maintain relationships with young people and support and encourage them to pursue education, training and employment opportunities.	Offer appropriate support and advice on choices of education, training and employment which supports the care leaver to achieve and aspire Assist with application forms and interview preparation and any aspect of attending and engaging successfully
Advocate on behalf of the young person and work to enable them to develop self-advocacy skills, where required, to address any barriers to their successful independent living	Work directly with young people alone or in groups to develop independent living skills including buying and preparing food, maintaining a tenancy, being a good citizen and neighbour.
Support the young person as they prepare for adulthood by offering appropriate advice and support as requested	Offer appropriate support and advice based on developing aspirations and achievement
Directly support and assist the young person in making an appropriate housing and accommodation applications in a timely fashion ensuring that they receive priority from the council or other landlords	Assist the young person in learning to navigate through complex application processes through a range of approaches including modelling, coaching and, where necessary, directing to ensure that they can live in good quality accommodation Young people live in appropriate accommodation understanding and learning how to make such applications in the future
Meet with the young person at least once a month at a place convenient to them and maintain other contact as appropriate to their needs	Work directly with the young person, offering appropriate support and advice. Maintain contact appropriate to their Pathway Plan and Needs on the basis of at least statutory requirements but aimed at meeting their needs for support at each stage of becoming independent citizens
Directly support and assist the young person in applying for universal and other relevant benefits, (including housing benefit), ensuring that all required documentation is presented and that the young person develops skills and becomes independent through a supported learning process	Benefit applications submitted on time and pursued, with young people acquiring independent living skills through a directly supported learning process

Ensure that the young person acquires life skills on budget management and debt avoidance	Work directly with young people to plan and implement personal budgeting skills. Develop links with charities such as Citizens Advice Bureau and support young people in being confident and competent in accessing such support
Support the young person if they do get into debt problems, ensuring that they access good quality debt advice	Offer appropriate support and advice, or signpost to, and if necessary directly support access to, agencies that can support the young person
Support the young people to promote health, wellbeing and positive relationships	Work directly with the young person, offering appropriate support and advice encouraging healthy living and supporting them to access appropriate health support where it is needed
Signpost the young person to other agencies where additional support might be required; assist with accessing additional services where necessary	Work directly with the young person, offering appropriate support and advice so that they feel confident and demonstrate competence in accessing support
Write and keep appropriate notes, records, plans and assessments to ensure that Pathway plans are up to date, accurate and delivered	Make appropriate notes and records on the case files. Write, update and keep Pathway Plans which are fully representative of the young person's needs and have SMART plans to meet them.

### ***Nature of Contacts***

Work directly with young people, the work has significant implications for the wellbeing of individuals. Professional colleagues, other providers and external agencies to gather and exchange information and co-ordinate actions.

Developing sensitivity, persuasiveness, negotiation and assertiveness skills to communicate with diverse audiences in emotive circumstances. Ability to build trust and confidence with children and young people and colleagues.

### ***Procedural Context***

Participate in individual work with young people through visits, and through telephone contact and in writing; and also participate in group activities. This will involve young people living in and out of the Borough, to safeguard, assess, plan and prepare young people leaving care and those who have left care.

To undertake direct work with young people to enable their development of independence skills.

### ***Key Facts and Figures***

Appropriate DBS Clearance.

### **Resourcing**

Budget Responsibilities: None

Supervisory Responsibilities: None

### **Competency Level: All Colleagues**

## Knowledge, Skills and Experience

- Knowledge of health, education, training, and work experience needs of young people and how these can be met.
- Understanding and knowledge of needs of children looked after and those leaving care.
- Knowledge of relevant legislation and regulatory framework relating to children and young people, particular leaving care regulations.
- Experience of working directly with children to achieve positive outcomes
- Knowledge and understanding of the issues faced by young people living in a multi-cultural community.
- Knowledge and understanding of the entitlements and benefits available to young people in care/leaving care.
- Experience of working directly with children or young people in a professional/voluntary capacity.
- Experience of group work with young people and delivery of intervention programmes for young people.
- Experience of using new technology for recording and collating/providing data.
- Experience of managing resources to achieve appropriate outcomes
- Good interpersonal skills
- Ability to develop and maintain professional relationships with young people, their carers and families.
- Ability to recognise and respond appropriately to issues of risk and safeguarding.
- Ability to present complex information, clearly and concisely
- Ability to organise own workload and manage time.
- Ability to contribute to professional discussion, provide advice and challenge constructively.

## Indicative Qualifications

GCSE Equivalent (Maths & English)

Relevant Qualification in health, social care, education or youth/ community work

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.