

HCS LTD

ROLE PROFILE

YOUTH CONNEXIONS PERSONAL ADVISER

1. Identification and Assessment

- Develop collaborative relationships with relevant professionals, gathering and sharing information, using the agreed protocols within the Youth Connexions Hertfordshire code of practice, to identify young people to be part of a caseload.
- Assess young people's information needs using CAF processes and acting as lead professionals where appropriate, developing clear action plans and referring to specialist and/or statutory agencies where appropriate.

2. Develop effective relationships with young people

- Engage effectively with young people on your caseload (on an individual or group basis as appropriate) to identify their needs and address their barriers to personal development, learning and work.
- Support the implementation of agreed objectives and plans
- Review progress against objectives with young person at regular intervals as appropriate to their needs.
- Empower and support young people to make effective transitions.

3. Develop effective relationships with other professionals and agencies

- Engage effectively in multi-agency working, developing collaborative relationships with relevant staff in a range of agencies to broker and co-ordinate support for young people and be part of the Children's Trust Multi-Agency Team (MAT) where appropriate.
- Advocate on behalf of young people on your caseload with other professionals, services and learning providers to co-ordinate multi-agency support.
- Refer on to other agencies where appropriate to ensure full range of support is in place for young people, sharing information appropriately as defined within the code of practice.

4. Work with parents, carers and families

- Liaise with and mediate between young people, parents/carers and/or wider family networks where appropriate, with young people's agreement, to ensure that all potential sources of support are utilised to maximise the young person's potential.

5. Manage information effectively

- Make use of appropriate ICT and other procedures ensure that the CCIS Database is updated to accurately record, monitor and track progress of clients on caseload.
- Record data to appropriate timescales and standards, producing reports and correspondence as required.
- Take responsibility for gathering information about gaps in provision and ensuring that this information is passed on appropriately through your line manager.

6. Continuous professional development

- Evaluate own practice using a range of information including gathering young people's views, acknowledge and address identified areas for development
- Engage positively in casework supervision, performance management and continuous professional development activities, as agreed with your line manager.
- Take responsibility for understanding how your role fits within the wider Connexions strategy and agendas for social inclusion, particularly in relation to targets.