

<p>Title <i>Post Adoption Link Scheme (PALS) Worker</i></p>	<p>Department <i>Children, Families and Young People</i></p>	<p>Post Ref. <i>CF/0270/AM</i></p>
<p>Job Purpose to improve outcomes by offering support through link work with adopted children and young people undertaking direct work to deliver short breaks and/or mentoring and/or short term task oriented work. All PALS work is focused on maintaining adoptees in their adoptive home-working with them, their parents and key professionals to address the adoption related challenges they face to achieve their full potential</p>		
<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. to offer a range of direct work with adopted children and young people as follows: a) Linker: short term, task oriented intervention offering activities to reduce stress in the family, increase the young person's social network or give them positive respite from their family b) Short Breaks: longer term work with the aim of maintaining a stable adoption in families under pressure c) Mentor: Longer term work, task orientated intervention, such as; linking to local services, building resilience, independence skills 2. to plan sessions inline with the PALS Agreement and Adoption Support Plan, record sessions- including children and young people and their parents'/carers' views 3. to use completed risk assessments for activities or to complete risk assessments where the activity has not been delivered within the PALS Scheme previously 4. to ensure Safeguarding concerns are recorded, raised with the Co-ordinator or a Social Worker or EDT if required, safeguarding the child or young person throughout this process in line with Departmental policy and procedure 5. to contribute to and attend PALS Agreement meetings, Update meetings, to amend session planning taking into account evolving needs 6. to contribute to and attend Group and Individual Supervision 	<p>Key Accountabilities</p> <ol style="list-style-type: none"> 1. working to the child/ young person's Adoption Support Plan and within the PALS Link Agreement, the PALS Worker will deliver key outcomes based on need 2. the PALS Worker must ensure that sessions are planned, recorded and evaluated, including routinely collecting children and young people and their parent's/carer's views 3. risk assessments must be complied with or written for new activities by the PALS worker 4. safeguarding concerns must be raised with the child/young person's Social Worker immediately or with the Emergency Duty Team out of hours 5. The PALS Worker must attend Link Update meetings, offering feedback and flexibility in support offered to meet changing needs 6. the PALS Worker must attend 3 Group Supervisions per annum, one Individual Supervision and the Employee Performance and Development Appraisal 7. the PALS worker must attend all mandatory training (including annual Safeguarding training) and one PALS training session per annum 8. the PALS Worker must adhere to Departmental Guidelines ensuring these are applied to all aspects of PALS sessions and related work 9. PALS Workers must ensure they have a car in a good 	

and Appraisal

7. to contribute to and attend mandatory training and PALS training
8. to follow the relevant policy, process and practice guidelines relevant to PALS including: session notes, Lone Working, Safeguarding, Safer Caring, First Aid, Youth Work, Equality and Diversity, Travel and Expenses policies and procedures and Risk Assessment
9. to be able to transport children and young people safely, working flexibly meeting all Travel and Lone Working Departmental policies
10. to ensure clear, professional boundaries are maintained in all aspects of PALS and related work with all children, young people and family members
11. to be solely responsible for the safety and welfare of the child/ren and/or young person/people for the entirety of PALS sessions
12. to offer flexible and creative services aimed at meeting the child/young person's identified needs
13. to communicate effectively with parents in arranging and debriefing after PALS sessions
14. to link with Youth, Social Work and occasionally CAMHS staff as required

state of repair, business insurance and routine MOT/Servicing and that young people are always transported sitting in the back of the car

10. PALS Workers should not undertake personal business during sessions or introduce children and young people to personal friends or family, maintaining professional boundaries at all times including confidentiality of recording, discussing and transferring case related data
11. PALS Workers must ensure the safety of the child/ren and/or young person/people they are working with throughout the whole session
12. to be able to meet the service user's need by working flexibly and creatively- usually after School hours and in line with their other commitments
13. to record and store PALS sessions in line with Departmental policy and the Data Protection Act
14. to submit PALS sessions records and subsistence and travel claims efficiently and accurately

The post holder will perform any duty or task that is appropriate for the role described	

<i>Person Specification</i>	
<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. Of child and young person development 2. of Safeguarding and Safer Caring 3. resonable standard of literacy to be able to write coherent session notes outlining work undertaken, children and parental views and to demonstrate planning and analysis 4. of the impact of adoption on children and young people, their development and behaviour 5. a qualification in child care, direct work, youth work, social work or teaching would be advantageous 6. of anti-oppressive practice 7. of the role of a link worker in befriending, offering respite and mentoring 8. First Aid (desirable) 	<p><i>Personal skills and general competencies</i></p> <ol style="list-style-type: none"> 9. Puts into practice the Council's commitment to excellent customer care. 10. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers. 11. Works well with colleagues but also able to work on their own initiative. 12. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration
<p><i>Experience</i></p> <ol style="list-style-type: none"> 13. previous linking or direct work with children and/or young people is advantageous 14. of working with vulnerable children and young people 15. of working with families under pressure 	

- 16. of working with challenging behaviour
- 17. of working within safeguarding processes
- 18. of working to plans, planning and recording direct work and analysing its effectiveness
- 19. of capturing children and young people and their families' views
- 20. of working with other professionals on a multi-agency basis
- 21. of working with excluded or minority groups and meeting their specific needs
- 22. of working with children and young people with complex needs including disability, attachment disorder and developmental delay
- 23. of planning engaging sessions offering value for money which achieve agreed outcomes for children and young people

Role Dimensions

- 24. Responsible for delivering the agreed PALS outcomes within the Adoption Support Plan, the PALS Worker is responsible to the PALS Co-ordinator. In their absence, a PALS Worker would report to the child/young person's Social Worker and the Team Manager for Support After Adoption. PALS Workers are responsible for delivering agreed outcomes within the PALS Agreement via linking, befriending, mentoring and/or respite. PALS Workers are required to contribute to and attend Individual and Group Supervision, training, and EPDR. PALS Workers are required to attend PALS Agreement meetings, Link Update meetings and complete session planning, recording and analysis. During PALS Sessions the PALS Worker will have sole responsibility for the health and safety of the child/ren and/or young person/people they are working with.
- 25. Minimal financial responsibility- value for money in session planning and completing expenses claims required
- 26. No direct reports- reporting to the PALS Co-ordinator- a named Social Worker in the Support After Adoption Team
- 27. This post requires Criminal Records Bureau (Enhanced) clearance
- 28. This post requires the ability to travel and safely transport young people. Drivers must be insured for business purposes

Please attach a structure chart

Date 6th December 2012