

JOB DESCRIPTION

Guardian



JOB PURPOSE

To improve the experience of the asylum process for children and contribute to the development of interagency practice to ensure it serves the specific needs of separated children, establishing a model of good practice.

PRINCIPAL ACCOUNTABILITIES

- Provide a consistent point of contact to support unaccompanied children through the asylum process from the first point of contact.
- Have a working knowledge of the legislation affecting the care and requirements of separated children and support children in their journey throughout their stay in Scotland.
- Ensure the child is fully prepared for and can participate and be understood in all the legal processes and meetings in relation to their asylum status.
- Have a good understanding of the roles and responsibilities of each agency involved with separated children and develop learning across the agencies, to promote effective joint working.
- Help the child present their case contributing to the development of tools and techniques to support them and, where appropriate, their key worker in this task.
- Respond to referrals within 48 hours liaising with the Scottish Refugee Council and social work to ensure initial assessment, immediate support needs and notifications to relevant bodies are addressed.
- Engage with young people to help them develop interpersonal and practical skills, confidence and self-esteem, problem solving and conflict resolving abilities and to enable them to participate fully in having their needs met and participate in opportunities to develop.
- Assist in the assessment, planning and delivery of services to support the individual's care and support needs including child protection and where appropriate advocate on behalf of child.

SCOPE OF PLANNING AND ORGANISATION

The post holder will report to the Service Manager.

All separated young people involved in the asylum process will be seen by an advocate within 48 hours. The advocates will participate in a rota system which will aim to meet as

many of the young people as possible at the point of referral and they will accompany the young person to social work.

The advocate will ensure the referral information is transferred and that young person understands what is happening to them, knows their rights and has their immediate needs met.

The majority of young people will not have English as a first language and for many the social structures and culture will be unfamiliar. The advocate requires planning communication and accessing appropriate resources.

Where possible, the receiving advocate will follow through on the case but this will be determined by the Service Manager. The advocate will be responsible for managing their own case load. There are a number of time critical events in the asylum process and it will be the advocate's responsibility to ensure the young person is fully prepared and able to participate in these events. The advocate will be required to work closely with the immigration authorities, social work, lawyers and the Scottish Refugee Council.

Advocates require to be proactive in planning their work. They need to be flexible in order to meet planned dates and responses whilst also dealing with new work and new information and disclosures from active cases.

They are required to maintain accurate records and contribute to reports and monitoring and evaluation of the service.

The post holder works as part of a team of three advocates and a service manager. The service is delivered in partnership with the Scottish Refugee Council

SCOPE OF JUDGEMENT AND DECISION MAKING

Advocates are expected to take responsibility for identifying critical issues for young people and ensuring they are effectively represented. These young people are involved in a complex legal process and the obtaining and presenting of information is critical. The postholder needs to make informed decisions and where necessary intervene to ensure the rights of the child are protected..

Many of the young people will have experience of considerable trauma and have communication and trust issues. The post holder must be able to make rapid judgements and take appropriate actions.

Whilst there is a clear framework of policies and procedures the worker is expected to be able to use their judgement in managing risk and keeping young people safe.

The post holder will bring child protection and any issues that relate to a change of evidence in relation to the asylum status must be brought to the attention of the Service Manager .

The post holder can contact management whilst on shift if discussion is needed between supervision sessions

The post holder is part of an outreach service and will be involved in lone working. This may be in service users' homes or undertaking tasks in another setting.

RELATIONSHIPS

Internal

Relationships are essentially within the service and with the guardianship team. There may be participation in regional or Aberlour wide discussion groups and training.

Young people's stakeholder group

All staff are expected to attend team meetings and keep up to date with changes at service and organisational level. This includes accessing work email accounts, Aberlour intranet sites and supporting our marketing & fundraising initiatives and social media channels to help promote Aberlour

External

Contact and liaison with a range of statutory and voluntary agencies as appropriate to ensure Principal Accountabilities are met.

Scottish Refugee Council who are partners in development of the pilot and are an ongoing partner .

UKBA to assist in the progress of asylum claim

Social Work regarding the care and support of the young people

Legal representatives to ensure information is fully prepared to key events

Health and voluntary organisations involved in meeting the needs of the young person

CAMPUS project regarding young people in supported accommodation

SCA if there are trafficking issues

Research team, this is an action research model and will require active engagement by the staff team

QUALIFICATION

A relevant professional qualification to SCQF level 8
OIC to level 2

Equivalent knowledge acquired by other means (this will not apply where there are externally specified qualifications for the post e.g. SSSC)

EXPERIENCE

Working with young people/children at risk

KNOWLEDGE/SKILLS

The post holder must be able to demonstrate knowledge of issues relevant to separated children and the asylum process, such as:

- Anti-discriminatory practice
- Effects of trauma, deprivation and environment on young people
- Child care law and child protection/vulnerable groups

- Asylum law and immigration law the implications of all of the processes [did
- Human and child development
- Children's and vulnerable groups' right and responsibilities
- Social policy and its application asylum and social care
- legislation and policy in relation to trafficking
- physical, sexual and mental health knowledge
- social work theories and methods of intervention
- local knowledge in respect of available services such as social work supports, education and leisure

Skills:

- good verbal and written skills and the ability communicate clearly and sensitively with colleagues, children and other agencies ;
- assimilating complex and challenging information
- self motivation, team working and ability to use initiative
- Proficient IT skills with a willingness to adopt and learn new technologies and systems – this includes communication, collaboration, recording and office applications. Training on specific systems will be provided

Ability to:

- Put into practice child-centred values and to empower children/young people
- Recognise and respond to the effects of deprivation, trauma and the environment on service users' functioning;
- Work within established systems of work, including the ability to manage difficult and challenging behaviour.
- Initiate, engage in, and promote meaningful activities for service users;
- Develop and maintain appropriate relationships, with children and young people colleagues and other agencies;
- Engage in reflective practice
- Deliver services in a way which enables and empowers the service user
- Undertake assessment of need and risk
- Prioritise competing demands in a varied workload on an ongoing basis
- Debrief and deal with trauma

JOB CHALLENGES

The post holder will require to work on a multi-agency basis and be flexible in applying learning to the design of the service.