

## **Job Description**

### **Care Leaver's Navigator (Moving Forwards Service)**

**Hours of work: 37.5 hours**

**Annual Leave: 30 days plus bank holidays**

**Salary: Up to £26,608 per annum**

**Contract: Permanent**

**Employed by: Involve Kent**

**Responsible to: Social Prescribing Team Manager**

**Based: Across Kent**

### **Purpose of the job**

Our Moving Forwards Navigators work with care leavers, including asylum seekers aged between 16 to 24. Focusing on the specific needs of those young people by developing links with statutory and voluntary sector services and support. This role adds value, building on what already exists for care leavers by filling gaps in support, working collaboratively with system partners. Our approach prioritises the best interests and wishes of the young person while assisting them to navigate the support services and pathways available to them.

### **Key tasks and responsibilities**

- Proactively manage your own health, wellbeing, and resilience to ensure you can provide consistent, quality support to people.
- Attend training, meetings, one to one and group supervision
- Demonstrate and work to the Involve values embedding them in your daily practice.
- Ensure all necessary data and information about clients is recorded accurately and entered confidentially on Involve's database or other collection methods, with awareness of information governance best practice.
- Ensure the service is promoted and proactively works with statutory services, schools, care settings, and organisations working with pre-18's in care and to identify those most in need of ongoing support to build relationships, develop referral routes for smooth transition for young care leavers.
- Build good relationships to ensure staff work with Local Authority Personal Advisors meaning support is available for care leavers that complements and addresses any gaps in statutory support.
- Proactively engage and support a minimum of 50 care leavers per year each, developing strength-based goal setting action plans with the person, based on what matters to them, collaboratively supporting them to overcome barriers and challenges to enable them to move forwards.
- Proactively promote the service, by attending and presenting at events, create marketing material to generate awareness and drive engagement.
- Provide personalised support to individuals including emotional support, time for the person to talk and share their concerns and build trust.
- Proactively link with local resources and become experts in what is available in the community for people to access to improve their wellbeing, take part in activities they will enjoy and meet others.
- Link in with the **Local offer for care leavers** and that you support people to navigate the offer according to their needs and review as things change.
- Build close links with housing support services and work with people at risk of homelessness to a positive outcome.

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- Build close links with employment, careers, and apprentice providers, ensuring you support people to access appropriate training and employment opportunities.
- Build close links with asylum seeking services.
- Support people to maintain and improve their health and wellbeing by helping them access appropriate NHS and voluntary sector services.
- Link in with care leavers advocacy services and mentor schemes and support people to have the appropriate access, ensuring no care leavers are lost in the system alone.
- Support care leavers to identify personal goals and to utilise funding (Personal Budget) to enable them to access items or services to achieve positive outcomes.
- Ensure service outcomes are met, and data is submitted promptly for review
- Utilize the principles of participation and coproduction to involve young people in the planning, development, implementation, and evaluation of the service.
- Develop and coordinate new groups for young people, including within digital spaces, with a focus on shared areas of interest, social groups, skills development.
- Support volunteers and provide opportunities to meaningfully involve them in the programme delivery and support of the young people.
- Co-design regular activities and social opportunities with groups of care leavers based on their interests and wishes, ensuring they are well planned, within budget and appropriately risk assessed.
- Any other tasks and responsibilities that may be identified as necessary as the services evolve and develops.
- Ensure you work to Involve's safeguarding policies and procedures to ensure vulnerable adults and children are safeguarded appropriately as necessary.

<b><u>Person Specification</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
Experience of providing advice, guidance, information and working holistically with a person-centred approach	x	
Experience of working with care leavers and or asylum seekers		x
Experience of working to achieve targets, KPI's and continuous improvement in quality of work	x	
Background in health/social care/voluntary sector or working with vulnerable / isolated people	x	
Able to follow processes and systems, assessing people, developing action/support plans and following up in an outcome focussed way using a motivation interview approach	x	
Excellent communication skills, able to negotiate, build relationships, advocate for people and inspire others	x	
Driven, target focused, highly motivated. Resilient and confident	x	
Outgoing, energetic, and passionate about improving the wellbeing of others	x	
Ability to learn and implement systems, policies and processes	x	
Good IT skills and experience of using a database or CRM system accurately and ability to train staff	x	
Able to take decisions and use professional expertise, but within a structured framework and existing systems and policies	x	
Driving licence and a car	x	