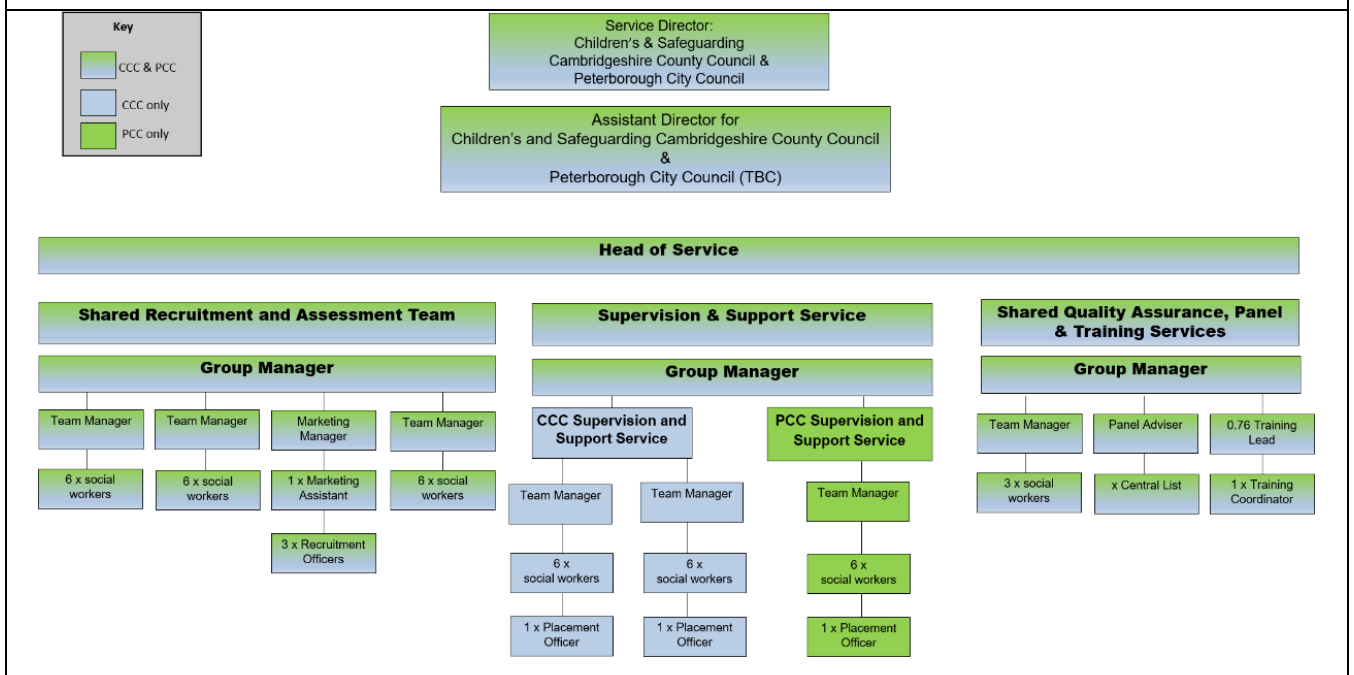


Department:	Children's Services
Division/Section:	Fostering Team
Job Title:	Fostering Placement Officer
Post No:	013167
Grade:	9
Reports to:	

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



DBS Check applicable?

Basic Standard Enhanced None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes No

Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Size of budget:	0
Job Purpose:	<p>It is the responsibility of the placement officer to broker all in-house placements to ensure sound matching and to maximise the use of the in-house resource. The post holder will maintain a database of all the foster carers within their team, and the vacancies.</p> <p>They will manage the relationship between the foster carer, supervising social worker and child social worker to ensure that all placements are well matched and set up in a way that provides the best possible start to all foster placement.</p>

Main Duties and Responsibilities:

- To undertake complex placement/resource finding.
- To identify and co-ordinate placements for children and young people ensuring that children's needs are the priority and that safeguarding is paramount when identifying provision
- Manage an effective duty service to identify planned and emergency placements and other resources as identified by panel, ensuring timescales are met
- Develop and maintain excellent working relationships with colleagues in; ART, Children's Social Care teams, managers and Heads of Service.
- Negotiate, liaise, professionally challenge and develop relationships with partner agencies to develop high quality, value for money provision to meet the individual needs of children and young people looked after by the LA.
- Contribute to the development and maintenance of processes and procedures in placement/resource finding to ensure effective recording and reporting. Ensure the accuracy of data and of any information required to be reported and shared internally.
- Complete records of work undertaken and maintain electronic files in accordance with departmental and Service policies, procedures and guidance.
- Undertake a workload which will involve forming collaborative working relationships with colleagues in Children & Young Peoples services and partner agencies.
- Provide advice and support to colleagues within Children and Young People's services.
- Represent the team and the service at meetings (strategy and practice), including meetings with partners and stakeholders.

<ul style="list-style-type: none"> To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs. 	
Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE:

COMPLETED BY:

Simon Green



Person Specification

JOB TITLE: Placement Officer

POST NO: 013165

DEPARTMENT: Children's Services

SERVICE: Fostering

GRADE: 9

HOURS: 37 hours

DIVISION: Children's Services

DIRECTOR: Lou Williams

DATE: Sept 2020

COMPLETED BY: Simon Green

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Understanding of issues facing the Council when making placements for children and young people including research into resilience and stability. 	
	<ul style="list-style-type: none"> Detailed knowledge and experience of applying relevant legislation. 	
	<ul style="list-style-type: none"> An understanding of databases and IT systems, including an understanding of using IT to improve productivity and capacity 	
	<ul style="list-style-type: none"> Working knowledge/understanding of the regulatory framework of Ofsted 	<ul style="list-style-type: none"> Working knowledge of the Council's Contract Regulations and EU Procurement.

SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to communicate effectively with all stakeholders (including service users and parent/carers) specifically in contentious situations 	
	<ul style="list-style-type: none"> • Ability to manage pressure effectively and manage the anxiety of others 	
	<ul style="list-style-type: none"> • Capable of swiftly meeting timescales and ensuring effective responses to issues and 	
	<ul style="list-style-type: none"> • Excellent methods of prioritising an ever changing workload 	
	<ul style="list-style-type: none"> • Ability to find compromise but also to maintain Council's position 	
	<ul style="list-style-type: none"> • Ability to understand and develop processes for Officers and Business support and contribute to collection of data and accurate reporting. 	
<p>EXPERIENCE Give an idea of the type and level of experience required do not specify years of experience.</p>	<ul style="list-style-type: none"> • Extensive experience of working understanding of Children's Social Care services and process. • Experience of working within a placement team • Experience of working in partnership with colleagues, other statutory agencies/professionals and families/carers • Experience of direct work practice in children and young people's services 	<ul style="list-style-type: none"> • Experience of negotiating, influencing and challenging • Experience of Contract Management
QUALIFICATIONS	<ul style="list-style-type: none"> • Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 or equivalent; including professional qualification in Social Work or 3 years' experience in a social care • Professional qualifications in Social Work • Up to date continuous professional development record that details learning relevant to the post. 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and	

	commitment to the principals underlying equal opportunities. (A & I)	
Safeguarding <i>(include for roles working with children/vulnerable adults)</i>	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A) Application / Interview, (P) Presentation, (W) Written Test.]