



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Placements Officer

GRADE: Band 6

RESPONSIBLE TO: Placements Manager

RESPONSIBLE FOR: -

Overall Objectives of the Post:

The Placements Officer is part of a team of workers responsible for the provision of a comprehensive Service.

Key Responsibilities of the Post:

1. *You will be responsible to the Service Manager. You will:*

- Act as the single point of access for the above service, deal with complex telephone calls, facilitate and manage all referrals for both planned and emergency situations.
- Liaise with social workers, residential staff, foster carers and Independent & Voluntary Fostering Agencies.
- Discuss issues from complex assessments including behavioural, child protection and safeguarding issues in order to negotiate appropriate placements with Foster carers & Independent Agencies in accordance with a child's individual needs.
- Ensure any needs with regards to ethnicity, disability, religion & culture are highlighted and met.
- Use F Form assessments and additional information relating to foster carers to ensure placements in the voluntary and independent sectors are appropriate to meet the needs of the child.
- Form and maintain effective working relationships with all relevant directorate staff including key Children Services staff i.e. Assistant Heads of Service, Team Managers and Contracts Manager.
- Prepare and complete information regarding referrals and chair weekly allocations meeting within the Fostering Service. Maintain accurate records of each meeting.
- Gather complicated data, maintain accurate information on all key areas of Placements Service activity and analyse information to inform service development.
- Map existing placements and resources.
- Set up and manage a complex data base system for monitoring current and future placements, placement changes and placement availability.
- Manage notifications for Out of Area placements
- Be fully involved in the development of the Fostering Strategy in relation to informing recruitment needs, placement types and gaps in the service.

- Provide managers with monthly statistical management information to assist in placement planning and service development - including being involved and contributing to the decision making process at commissioning meetings.
- Monitor adherence to legislative requirements e.g. exemptions
- Offer support and advice to workers in the Social Work Teams on Placement Service issues.
- Assist the Directorate in the planning and review of children's cases where substitute family care is a proposal.
- Liaise with other agencies and professional bodies on Placement Service matters.
- Maintenance of Private Fostering register.
- Provide advice and support to Senior Support service Officers within the Directorate regarding the movement of children's placements
- Develop administrative systems within the Fostering Service and train the Fostering Service team members as appropriate.

2. *You will have and maintain a good level of knowledge in relevant legislation, guidance and innovations in practice. You will:*

- Ensure a working knowledge of the National Minimum Standards relating to Foster Care and Quality Standards in Children's Homes.
- Develop skills and knowledge relevant to the work of the Placement Service and undertake the necessary training to facilitate personal and professional development in this field.
- Undertake ongoing training in all relevant Childcare issues within Directorate policies and procedures.
- Contribute to and actively participate in supervision and the Employment Management Planning Process.
- Assist with the development of, and comply with, confidentiality & data protection issues.

Some unsocial hours will be necessary in order to offer the level of service outlined above.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties relevant to the post may from time to time be required. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: KV/CL

Date: 5.01.18