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| **Job Description** |
| **Post title** | Supported Lodgings Officer |
| **JE Reference No** | A5140 |
| **Grade** | Grade 9 (Pre Progression)/Grade 11 (Post Progression) |
| **Service** | Children and Young People’s Service |
| **Service Area** | Children’s Social Care; Looked After and Permanence |
| **Reporting to** | The postholder will report to the Supported Lodgings Co-ordinator. |
| **Location** | Your normal place of work will be County Hall, Durham, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post iseligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

In conjunction with the Supported Lodgings Co-ordinator, the Supported Lodgings Officer will have day to day responsibility for the development and maintenance of a Supported Lodgings Service to meet the needs of young people.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* To assist the Supported Lodgings Co-ordinator in the development, implementation and maintenance of a supported lodgings service;
* To compile assessment reports on prospective supported lodgings providers and present these to a panel;

* To assist the Supported Lodgings Co-ordinator to develop and implement systems to review standards of care within existing Supported Lodgings Providers;
* To assist the Supported Lodgings Co-ordinator to develop and deliver training to meet the training needs of Supported Lodgings Providers;
* To provide intensive support to Supported Lodgings providers or young people placed with the provider and respond to their needs, during placements, when difficulties occur and when placements end;
* To attend relevant care planning or review meetings in respect of young people placed, or who are being considered for placement, with providers and to match them to provider placements as agreed with the Supported Lodgings Co-ordinator;
* To attend relevant care planning or review meetings in respect of young people placed, or who are being considered for placement, with providers and to match them to provider placements;
* To monitor and evaluate progress, quality, impact and effectiveness of the service in conjunction with the Supported Lodgings Co-ordinator;
* To ensure the views of service users and colleagues are taken into account in seeking to achieve high standards of service, that reflect legislative requirements and user choices;
* To develop and sustain effective working relationships within Safeguarding and Specialist Services (e.g. colleagues in residential, foster care, social work, EDT) and within the statutory (colleagues in Health, Education, Connexions) and the voluntary sector in seeking to achieve an integrated provision of services for care leavers;
* To work “out of office hours” as required in order to effectively respond to service demands. As part of the Young People’s Service duties may include work and tasks within the wider team such as taking the role of Duty Worker on a rota basis as required.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Professional qualification in Social Work i.e. CQSW, CSS, DipSW

**AND*** Current Social Work England Registration.
* Commitment towards achievement of the Post Qualification Award within the designated timescales of 12-18 months following appointment to post
 | * A relevant degree
* Post Qualification training
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| Experience | * Working with people in a social care setting.
* Social workers are expected to undertake Practice Teacher training and take a student after completing 2 years at post-qualifying level.
 | * Experience of working with young people Looked After and who have left care.
* Experience of family placement
* Experience of working with young people with accommodation needs
* Previous experience as a practitioner with children and families in a social care setting.
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| Skills & Knowledge | * Working knowledge of Children Act 1989, The Children (Leaving Care) Act 2000 and in particular legislation relating to care leavers.
* An understanding of family placement and the needs of service users.
* Of the government initiatives affecting young people, including care leavers
* Knowledge and understanding of child development
* Knowledge of research on young people Looked After and young people, including care leavers
* Undertaking assessments, report writing and maintaining records of a high standard.
* Skills in working in partnership with other agencies, stakeholders and young people
* In working with young people, including Looked After young people and care leavers
* Participation in the setting up and running of training sessions
* Excellent communication skills
* Organising work and deciding priorities
 | * A working knowledge of recruitment, assessment and review procedures relating to family placements.
* Promoting young people’s participation
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| Personal Qualities | * Ability to work flexibly
* Enthusiastic
* Respect for young people
* Practice in an anti-discriminatory and anti oppressive manner
* Commitment to the rights of young people
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