

Fostering Placement and Data Officer

Job Description

Reports to: **Team Manager**

Direct reports: **N/a**

Evaluation: **486 points**

Grade: **N6**

Reference: **A5295**

Purpose

To work alongside the Placement Specialist to oversee placement referrals, locate suitable placements and contribute to the production of performance information as required.

Main Duties

1. These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.
2. Contribute to securing timely, appropriate, and best value placements that meet the needs of children on referral via robust exploration of in-house resources and/or externally commissioned provisions.
3. Adopt a child centred, respectful, enthusiastic, persistent and solution focussed approach to seeking and securing placements for children.
4. Work with in-house carers and independent agencies to effectively plan and prepare for future placement needs.
5. Adopt a flexible approach around working hours and practices to respond to emergency requests for placements at short notice.

6. Work with carers and colleagues, gathering information and maintaining the key databases for placement tracking with regards to placement referrals, change of placements, carers availability and placement search activity.
7. Be responsible for providing good quality placement performance reports.
8. Support family finding and long-term matching processes for children in care. This will include working closely with supervising social workers, children's social worker, placements specialist, and the commissioning to identify suitable placements.
9. Comply with GDPR requirements with regards the management of carers and children's information.
10. Contribute to the development, maintenance and implementation of placement processes and procedures and information management systems.
11. Work within the guidelines of the corporate equal opportunity's frameworks and act with integrity and respect towards colleagues, carers and children.
12. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
13. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.