

**JOB FAMILIES ~ Personal Support**  
**Job Title: Children's Placement Officer**  
**Level descriptor – Level 6 (JG6)**

<p><b>Role purpose:</b>  Responsible for co-ordinating and managing placement requests for children looked after and care leavers within the children's social care service function using skills that would have been gained through formal qualifications and/or considerable relevant work experience. Responsible for processing payments for commissioned placements highlighting and reviewing discrepancies. Roles at this level are expected to work unsupervised for much of the time, accessing and assessing information independently.</p>	
<p><b>Typical activities</b></p>	<p><b>Knowledge, skills &amp; experience</b></p>
<p>Recommend services and placement provisions based on a child's needs as identified through the placement referral process so a qualified professional can select the placement that offers stability and the best outcomes for the child, applying knowledge and skills to a range of activities demonstrating understanding of the service area, relevant procedures and guidelines.</p> <p>Source and match services and provisions to meet the children's needs from a variety of independent sector providers as detailed within an appropriate assessment framework.</p> <p>Undertake monitoring and contract compliance duties to evidence service quality and value for money as well as informing future commissioning strategies for the service.</p> <p>Complete financial processes for commissioned placements, highlighting and reviewing discrepancies taking account of service delivery. Maintain financial spreadsheets to support budget monitoring.</p> <p>Introduce or give information and advice to referring officers, managers and other stakeholders about other services available to them to address other underlying needs. Establish &amp; maintain appropriate links between service users and other professionals to encourage a clear understanding of each other's priorities and ways of working.</p> <p>Analyse and interpret data and information and make recommendations to support decision making by others for a broad range of activities across a service area.</p>	<p>Vocational qualification or experience to level 3 or 4 relevant to the service user group or equivalent.</p> <p>Significant practical experience of working with service user groups giving rise to a variety of technical skills and sound understanding of the services available, work practices and processes relevant to the role in securing children's placements.</p> <p>Understanding of the legislative framework for Children Looked After, Child Protection, Child in Need and children with complex needs within which all children's services are provided.</p> <p>Knowledge and understanding of safeguarding protocols and the threshold levels for service users groups.</p> <p>Qualification or working knowledge of Microsoft Office package.</p> <p>Ability to make analytical reasoning and recommendations about particular areas of work.</p> <p>Ability to engage with service users and partner agencies within the relevant codes of practice values (dignity, respect etc)</p> <p>Ability to manage own work without close supervision</p>

Communicate effectively with multi agency partners, colleagues and service users, both verbally and in writing through the appropriate use of IPAs, case notes and other record keeping within information sharing protocols and record keeping policies.	Understanding and recognition of professional & personal boundaries
<b>Performance measures</b>	<b>Competencies</b>
Quantifiable objectives ~ e.g. number of cases worked on at any one time, impact evaluation of intervention, quality of records, lesson observations etc Feedback from service users, colleagues and partner agencies Key Performance Indicators (where available) Line manager assessment	<u>Team Working</u> ~ cooperation and flexibility, follows principles of integrated working, sharing best practice and information to develop self and others <u>Service user/ outcome focused</u> ~ achievement of results through appropriate decision making, evidenced based interventions, personalised care plans <u>Problem solving &amp; judgement</u> ~ develops solutions, makes links between identified potential issues and possible solutions, makes decisions within guidelines <u>Planning &amp; Organising</u> ~ Prioritises work, organising work for self and others to avoid or minimise peaks and troughs <u>Business Awareness</u> ~ understands the role of others in relation to the impact on own role and recognises how decisions made in other areas can impact on their's.

Similar post: Family Support Worker

### **Equality and Diversity**

We expect all employees to act professionally and to treat colleagues and the public with dignity and respect. This means setting a strong personal example of good equality and diversity practice at all times and ensuring they are sensitive to the needs and views of others and reflect this in the way they behave. Managers have additional responsibilities of managing others effectively by recognising and valuing each team member as an individual and always challenging inappropriate language and behaviour.

### **Health and Safety**

We all have a responsibility to work within health and safety legislation, associated codes of practice, North Somerset Council's policies and procedures and our local safe systems of work and emergency arrangements.

**Continuous Development**

Our jobs and the way we do things evolve over time and we need to keep abreast of new technologies, legislation and methodologies for our own subject areas. We are responsible for reviewing and developing our own professional practice.

<b>The entering of your name and date below will be treated as your signature for declaration purposes.</b>	
Effective Date:	Issued on:
Name:	Date: