**Job Description**

**Placements Officer**

**Role Profile** Placements Officer

**Service/Team** Quality and Commissioning

**Reports to** Placements Manager

**Responsible for** Placement Assistant

**Number of posts** 1

**Post number**

**Career Grade** I

**Job Overview**

**My job improves the quality of life for the children, young people and families of Bournemouth, Christchurch and Poole by** ensuring the Council secures the right placements for Children In Care at the time they are needed to ensure they can flourish and reach their potential.

1. To contribute to achieving improved outcomes for Children in Care and Care Experienced Young People by coordinating and identifying quality placements, that are matched, cost effective and that will meet their assessed needs, to ensure the child or young person is supported to achieve the highest level of independence.
2. To manage a range of placement data systems and to provide management information.
3. To liaise with other agencies, external providers and colleagues in relation to the placement of Children in Care.

**Key Responsibilities**

1. To respond positively and professionally to referrals from Social Workers, ensuring the quality of information enables the identification of placements that meet the child’s or young person’s assessed needs.
2. To receive and screen referrals, understanding a child’s needs and the availability of resources to meet these, liaising with other colleagues, partners and external placement providers to ensure detailed assessment, matching and prioritising.
3. To work with internal colleagues and external placement providers on a daily basis.
4. To ensure that care placements comply with the required national standards and appropriate regulatory bodies.
5. To manage, develop and maintain effective information systems, relating to children’s placements, inputting all placement data onto the case management system, MOSAIC.
6. Reporting on data to ensure that accurate placement information is available at all times.
7. To maintain records of all placement search activity on MOSAIC and regularly report update information to the Placements Manager.
8. To chair single and multi-agency meetings relating to children’s placements.
9. To contribute to the creation and maintenance of good working relationships at all levels with internal and external partner agencies and external placement providers.
10. To implement procedures to contribute to the effective delivery of the Placements Service, ensuring systems are in place to manage service performance and identify and report risks to the Placements Manager in a timely manner.
11. To be a proactive and positive member of the Placements Team, contributing to a problem solving and teamwork approach.
12. To provide support and training to colleagues informing teams and other agencies about the Placements Service.
13. To have due regard to health and safety in relation to self and children in care, whilst identifying potential placements.
14. To participate in council systems to support personal development including one to one supervision sessions, appraisals and training to ensure competencies are in place to fulfil the job description.

**Specific Qualifications and Experience**

1. Experience of using a case management system, Microsoft Excel or other similar systems.
2. Ability to collect, collate, summarise and interpret information including statistical information to produce management reports which support and inform decision making.
3. Knowledge and experience of the specialist accommodation services available for children in care and care experienced young people and the legislation which governs such providers.

 **Personal Qualities & Attributes**

1. Use effective interpersonal skills to develop solutions to complex or contentious problems where there are a range of options and the information is unclear or conflicting.
2. Work as part of a team and use excellent customer service skills to communicate with partners both internally and externally.
3. Ability to use own initiative to plan and organise workload within changing deadlines but to be able to recognise when appropriate to refer to matters to manager.
4. Highly developed analytical skills, numerical accuracy and negotiation skills with the ability to achieve best value for the Council.
5. Previous experience of handling potentially difficult situations with tact and confidence.
6. High level of resilience.

**Job Requirements**

1. DBS check
2. Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.