

## **Job Description**

**DIRECTORATE:** Social Services and Wellbeing

**DEPARTMENT:** Children and Family Services

**POST:** Placement Officer

**GRADE OF POST:** GR07

**RESPONSIBLE TO:** Placements Co-ordinator

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### **JOB PURPOSE:**

Identifying placements and adhering to Bridgend's compliance with its requirements, using the Children's Commissioning Support Resource in conjunction with internal and external placement providers. This involves consultation with practitioners regarding appropriate placement identification.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Dealing with general enquiries and requests for foster placements by identifying where appropriate in-house and/or independent fostering agency foster carers. Working with independent fostering agencies and other service providers to enable foster placement referrals to be progressed.
- Conducting in house and independent provider placement searches and tenders using the Children's Commissioning Resource Support.
- Providing information to the child's social worker and to the in-house carers supervising social worker and/or when appropriate to the independent fostering agency to enable a suitable match and foster placement to be identified.
- Monitoring and managing vacancies for in-house and independent foster carers updating the database to enable placement referrals to be progressed with minimal delay. Providing information about current in-house foster placement vacancies to the Emergency Duty Team.
- Ensuring that all information in the individual child's placement file is continually kept up to date. Providing information about in-house foster placement vacancies/placements to the Accommodation and permanence panel.
- Once a tender has been awarded compiling the contract and forwarding to independent providers and maintaining the database for contracts. Ensuring compliance with contracts and that the Local Authority receives commissioned services.
- Ensure the timely management and payment of invoices for commissioned placements and service.
- Provision of statistical information on placements referrals, use of CCSR and the outcomes for each referral.

- Gather information in preparation for placement stability meetings and attend when necessary.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## **CRIMINAL RECORDS CHECK (WHERE APPLICABLE)**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

## Person Specification Placement Officer

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation / Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Educated to BTEC / A Level standard or an ability to demonstrate competence through experience.</li> </ul>	Yes	Application form, production of original qualification certificates.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Knowledge of current Social Services legislation Children Act 1989 &amp; 2004, Social Services and Well Being Act (Wales) 2014 and Local Authority Fostering Service Wales regulations 2018 and Code of Practice.</li> </ul>	Yes	Interview, application form, and selection process.
	<ul style="list-style-type: none"> <li>Previous experience of working within a children's social care environment.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Knowledge and experience of commissioning and monitoring contracts.</li> </ul>		
	<ul style="list-style-type: none"> <li>Knowledge/skills in Family, foster or Placement team work.</li> </ul>		
	<ul style="list-style-type: none"> <li>Experience of accessing resources to meet needs and evaluate outcomes.</li> </ul>		
	<ul style="list-style-type: none"> <li>Experience of working with people from a variety of different settings and organisations.</li> </ul>	Yes	
	<ul style="list-style-type: none"> <li>Using databases on IT systems input and extraction of data.</li> </ul>	Yes	

<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to make decisions appropriately.</li> <li>• Ability to identifying the needs of children and young people.</li> <li>• Capacity to problem solve whilst working under pressure.</li> <li>• Ability to build constructive working relationships with colleagues and other agencies.</li> <li>• Good interpersonal, communication and presentation skills including face to face communication and written work.</li> <li>• Effective IT skills to maintain computer based records e.g. WCCIS.</li> <li>• Ability to think clearly and to comprehend complex information.</li> <li>• Ability to work under supervision to meet agreed targets.</li> <li>• Ability to demonstrate good organisational skills.</li> <li>• Ability to communicate through the medium of welsh.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>
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