

## **MEDWAY COUNCIL - JOB PROFILE**

<b>DESIGNATION</b>	<b>Placement Officer - Children's</b>
<b>DEPARTMENT</b>	<b>Children &amp; Adults</b>
<b>RESPONSIBLE TO</b>	<b>Placement Coordinator</b>
<b>GRADE</b>	<b>Range 3</b>

### **1. MAIN PURPOSE OF JOB**

Identify, broker and liaise with providers and monitor placements for individual children as authorised by the Access to Resources Panel.

To receive and process all requests for placements, liaising with in-house and independent providers to ensure that appropriate and high quality placements are brokered to meet individual need.

Develop knowledge of in-house and external providers and be able to give advice and make recommendations to social workers

Liaise directly with providers in order to ensure that changes to the child or young person's assessed needs are provided in a timely manner.

Contribute to meetings with service providers to ensure services are continually reviewed and improved

Support the quality assurance of placements for Children in Care and Care Leavers

### **2. PERSON SPECIFICATION**

#### **Qualifications**

##### *Essential*

- Good general level of education with minimum GCSE Grade C or equivalent, ideally including English and Maths.
- NVQ Level 2 (or equivalent) in Business or management

#### **Experience**

##### *Essential*

- Demonstrable technical/specialist/policy and procedural knowledge which can be applied across a wide range of activities. Ability to complete a range of complex tasks such as report writing, presentations, detailed assessments and calculations
- Demonstrability ability to use judgement and creativity to assess situations and solve varied problems and/or develop short term plans.

- Demonstrable ability to use written and oral communication skills to present varied information in an understandable way to a range of audiences.
- Demonstrable ability to work within defined procedures and to work independently, using initiative to deal with straightforward situations, referring to supervisor/line manager for unusual or difficult problems
- Demonstrable ability to carry out tasks and/or advise on internal procedures, which impact on the health and well being of people.
- Demonstrable experience of being accountable for small expenditures of up to £10000 from an agreed budget or income, with supervision
- Experience of a customer or service user facing environment

## **Skills**

### *Essential*

- Demonstrable ability to explain straightforward tasks to others, where required.
- Excellent IT skills, including Microsoft Office packages particularly Word, Access, Excel and PowerPoint
- Ability to understand and organise data
- A flexible approach and team player
- Awareness of data protection and confidentiality
- Ability to demonstrate an awareness and understanding of equal opportunities

## **3. ORGANISATION**

### **(i) ORGANISATION CHART**

### **(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED**

The post will be line managed by the Placement Coordinator - Children's

### **(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER**

The post holder will be able to work independently within defined procedures, and work outside of procedures, making decisions without referring to a supervisor/line manager, where necessary

### **(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES**

Not Applicable

### **(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS**

The post holder will work with senior officers in the Children and Adults Services Directorate. The post holder will deal with telephone calls from members of the public as well as social workers, providers and external contacts

**4. FINANCIAL ACCOUNTABILITIES**

May be required to be accountable for small expenditures of up to £1,000 from an agreed budget or income, with supervision

**5. WORKING ENVIRONMENT**

Predominantly office based