

Quality Of Placements Officer

Grade 9

About the Service

Our aim is to create an environment where families are supported to stay together safely and live well in their communities by building on their strengths. This is the right thing to do. Families tell us they do not want to be in services and evidence says that lives are better when needs can be met early within the family or community. Working in this way is also more sustainable. We can support more families to live better lives if we focus on addressing needs as early as we can. This report details the changes we have already made across the children and families system. We will continue to build a strengths-based approach which will promote a culture of inclusion and support to enable children to achieve their best outcomes.

Reporting Relationships

Responsible to: Commissioning Manager

Responsible for: NA

Key Accountabilities:

1. To provide technical knowledge and expertise in relation to the regulatory framework and National Minimum standards for Residential Education Settings to assist the Service to effectively commission placements for children and young people.
2. To undertake and coordinate regular quality assurance visits to ensure children and young people needs are being met in accordance with the Care Plan and Individual Placement Agreement.
3. Ensure commissioned independent providers deliver high standards of care, and care practices are consistent with and complimentary to local authority procedures/protocols.

4. To take the lead in addressing any concern's raised with regards to a service provider and provide support and assistance to the Commissioning Manager in the resolution of conflicts that may arise
5. To liaise with the Local Authority Designated Officer / Risk Management Co-ordinator where there are safeguarding concerns relating to providers.
6. To develop and maintain relationships with providers and to regularly monitor the services commissioned by the Placement Service.
7. To ensure that those providing commissioned placements for children and young people are compliant with government regulations, guidance and the Council's policies and procedures.
8. To assist the Commissioning Manager to develop and review contracts with placement providers.
9. To assist in the analysis of market trends of children and young people placements and to assist in the development of strategies to promote provision in terms of type, quality, geographic location and innovative practice.
10. To contribute to the development of Staffordshire County Council's placement strategy and sufficiency requirements and work with the Commissioning Manager to develop capacity in the marketplace.
11. To assist in all aspects of requests to find suitable placements, taking into account need, which ensures improved quality and promotes best practice.
12. To attend admission panels and disability resource panels to support and present areas of need identified by social care teams
13. To develop and operate a system to collect management information in respect of placement activity and costs, and service provider information. To monitor and report on areas of practice, such as missing persons, offending rates and the use of physical intervention.

CFP



14. To deputise in the absence of the Commissioning Manager in making placement decisions with independent residential providers and dealing with quality assurance issues with independent providers.
15. Any other duties that are commensurate with the grading of the post, although suitable adjustments will be in line with equality legislation.

Person Specification

Qualifications/Professional membership

- Educated to Degree level in a related field or equivalent experience in social care and/or health sector

Knowledge and Experience

- Experience in a children's social care setting
- Experience of working directly with children
- Track record of effective continuous improvement in service delivery and quality assurance
- A thorough understanding and knowledge of relevant legislation, guidance and an understanding of current issues in the area
- A working knowledge of local government structures and processes in social care in relation to children
- Experience of working with internal and external organisations/care providers and managerial boundaries to achieve improved outcomes for children and young people Understanding of and ability to use information and communication technology and information management systems
- Understanding of and ability to use performance frameworks within social care settings. A demonstrable knowledge and understanding of quality assurance systems
- Experience of working under pressure and meeting deadlines

Skills

- Ability to prepare reports in a timely manner
- Demonstrate accurate numerical and data analysis skills
- Skills in negotiation and achieving progress towards desirable outcomes for children and young people
- Ability to build effective relationships with colleagues from partner agencies and other stakeholders
- Effective communication skills with the ability to present clearly and concisely to a range of audiences in a range of formats
- Demonstrable ability to implement effective changes to operational delivery
- Demonstrable commitment to user, carer and community involvement

This post is designated as a Casual Car user

The content of this Job Description and Person Specification will be reviewed on a regular basis.