

Job Description

Job Title	Senior Placement Officer
Grade	Band H
Reporting To	Registered Manager
JD Ref	PC0121G

Purpose

The role of the Senior Placement Officer is to support the Registered Manager and supervise the Placement Officers, take responsibility for the recruitment, support and development of carers to support individuals to lead more independent lives in the community. Also to co-ordinate placements and utilise skills and knowledge to ensure quality placements are available that meet the Care Quality Commission (CQC) standards and Shared Lives service specifications.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

Shared Lives – Senior Placement Officer specific duties & responsibilities:

- Responsibility for the direct supervision and support of the Placement Officers, in line with all HR policies and procedures.
- Ability to recruit, assess, induct and deliver training and support of new carers, providing the specialist knowledge they need to offer the right support to those placed in their family.
- To undertake a thorough assessment of applicants and produce a report for presentation to panel for approval, to ensure that they can meet an individual's needs and provide a safe environment for them in accordance with Wirral Council's Shared Lives Health and Safety policies, procedures and legislation.
- Matching of individuals into Shared Lives placements ensuring full information is available at the point of referral to undertake a thorough assessment and determine the level and nature of support required to promote stability. Ensure risk assessments, introductory visits and all appropriate checks are carried out and support and monitoring arrangements are in place to ensure the placement is appropriate and successful.
- Supervise and support carers, providing ongoing advice and information ensuring they are consulted, valued, and motivated to provide good quality support to individuals and are compliant with CQC and Wirral contractual standards.

- Maintain efficient and effective monitoring and control systems in accordance with Financial and Health & Safety guidance and regulations, including the recording of training needs for the Carer, health issues of individual etc, to ensure needs are met.
- Complete all necessary records and documentation in relation to placements, including reports relating to the approval and matching process in accordance with Council procedures and provide reports as requested.
- Discuss concerns with applicants if, at the early stage of the assessment process, there is evidence they are unlikely to meet approval and giving the option not to proceed.
- Ensure effective deployment of resources and full utilisation of available placements.
- Oversee a regular review of support plans involving the individual and their carer to ensure documentation of positive outcome focused care and support plans are in place with milestones promoting independence, choice and control and taking account of changing needs.
- Gather and analyse feedback on the Shared Lives Scheme including investigating complaints or concerns as required.
- Manage a caseload of Shared Lives carers.
- Complete home checks on a regular basis or as required.
- Provide advice and information, accurate record keeping and provision of reports.
- Liaise with relevant stakeholders for the benefit of the individual and carer.
- Contribute towards service development to shape the service for the future.
- Be responsive to emergencies.

Team Leadership and Management:

- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- NVQ Level 3 or equivalent in Health and Social Care or working towards award.
- Must be able to travel around the Borough using public or private transport.
- *Desirable - C&G Level 5 Diploma in Leadership and Management for Adult Care or equivalent*
- *Desirable - Evidence of continuous personal development*



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Knowledge & Skills

- Understanding of confidentiality and Data Protection requirements
- Knowledge and understanding of anti-oppressive practice.
- Knowledge of relevant computer packages e.g., Microsoft Word, Excel and keyboard skills.
- Ability to work to deadlines.
- Numeracy and literacy skills to prepare reports.
- Interpersonal and communication skills.
- Knowledge of statutory and regulatory frameworks of Social Care, including safeguarding.
- Ability to plan and prioritise own workload.
- Ability to develop and implement best practice.

Experience

- Relevant experience of working in social care
- *Desirable - Experience of working in a Shared Lives setting*

Additional Information

The postholder must be able to travel across the borough and work from various locations.

Hybrid working.

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

Post is subject to appropriate level DBS check.

Health & Safety Considerations:

- Lone working
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Exposure to persons with challenging or aggressive behaviour

Approved By: Jean Stephens – Assistant Director: All Age Independence & Provider Services

Date Of Approval: 14 February 2023



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