

JOB TITLE	Placement Officer
GRADE	Band F
REPORTING TO	Senior Placement Officer
JD REF	PC0120G

PURPOSE

The role of the Placement Officer is to support the Registered Manager and Senior Placement Officer, to develop and deliver the Wirral Shared Lives Service.

MAIN DUTIES AND RESPONSIBILITIES

- Ability to recruit, assess and deliver training of new carers, providing the specialist knowledge they need to offer the right support to those placed in their family.
- Matching of individuals into Shared Lives placements ensuring full information is available at the point of referral to determine the level and nature of support required. Complete risk assessments and arrange introductory visits and provide support and monitoring to ensure the placement is appropriate and successful.
- Produce positive outcome focused care and support plans with milestones to promote independence, choice and control to be achieved within the placement.
- Supervise and support carers, providing ongoing advice and information ensuring they are consulted, valued and motivated to provide good quality support to individuals and compliant with CQC and Wirral contractual standards.
- Complete all necessary records and documentation in relation to placements, including reports relating to the approval process in accordance with Council procedures and provide reports as requested.
- Ensure effective deployment of resources and full utilisation of available placements.
- Undertake and document a regular review of support plans involving the individual and their carer to take account of changing needs.
- Manage a caseload of Shared Lives carers.
- Gather feedback on the Shared Lives Scheme including investigating complaints or concerns as required.

- 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.
- To be responsive to emergencies.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

- 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.

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.

EXPERIENCE

- Relevant experience of working in social care.

DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

QUALIFICATIONS

- Evidence of continuous personal development.
- Experience of working in a Shared Lives setting.
- Ability to plan and prioritise own workload.
- Ability to develop and implement best practice.



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.

DATE OF APPROVAL: 14 FEBRUARY 2023

**APPROVED BY: JEAN STEPHENS, ASSISTANT DIRECTOR: ALL
AGE INDEPENDENCE & PROVIDER SERVICES**

