

Family First Fostering

413 High Street, Stratford, London, E15 4QZ
Tel. 0800 389 4448 || Tel: 0203 457 4249
E-mail: admin@familyfostering.co.uk



Job Description Placement Officer

Family First Fostering Services is committed to safeguarding and protecting children, young people, and the promotion of equal opportunities and valuing diversity. Family First Fostering expect all staff, stakeholders, students and volunteers to share this commitment.

Role Profile

Job Title	Placements Officer
Line Manager	Noor Hasmat-Ali
Hours of Work	Full-time (Monday to Friday 10 to 6pm) At time to work weekends and late
Location	SE London (Stratford) or any other site of Family First Fostering
Duration of Job	Permanent

Purpose of Job	To efficiently and effectively process incoming Local Authority referrals for both foster and residential placements, working with other relevant members of staff to progress matching and placement planning, with the joint aim of making well-matched placements with either Family First Fostering's foster carers or other organisation affiliated with Family First Fostering.
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Duty & Standards – measurable in terms of time, cost, quality or quantity.

1. Duty	<p>Initial screening and response to incoming referrals</p> <p>Standards</p> <ul style="list-style-type: none">• Within 20 minutes of receipt, all incoming referrals from “high priority” Local Authorities (LA) read and reply with appropriate response:<ol style="list-style-type: none">1. reply no vacancy locally,2. reply possible vacancy but not locally, would you like to see profile,3. reply good potential match locally and profile attached,• In cases where the reply is potentially a good match locally and profile attached, this should be on basis of matching criteria already agreed by the Registered Manager and carer and available to the placements officer.
2. Duty	<p>Progress collaborative matching, negotiation and placement arrangements</p> <p>Standards</p> <ul style="list-style-type: none">• When the LA are interested in the profile sent, send referral details to carer and available SSW/manager,• Follow up phone call to carer and/or SSW when the LA reply to make sure they have received the referral and agree that if interested they will get back within any specific questions within an agreed time (e.g. 20 minutes),• Provide LA with access to/copy of any further documentation requested (e.g. Form F, latest annual review),

	<ul style="list-style-type: none"> • Contact the referring LA with any questions on the referral from the carer or their SSW, • If not heard from LA within 1 hours (or by end of the day if less than 1 hours) of sending additional info (i.e. Form F etc.), make a follow up call to make sure they have received the info and enquire if there is any progress, • When LA indicate they wish to place, agree arrangements for further discussion on details with relevant person – Registered Manager, SSW/Carer, • Before the close of the day, update carers and SSW on where things stand with the matching/potential placement process for all referrals still open, • All Referrals must be agreed with the manager or a senior manager before any placements can be agreed. • In cases where it has been agreed that a new placement will start that afternoon/evening ensure that the carer and their SSW/manager are clear about the plans for welcoming and settling in.
<p>3. Duty</p>	<p>Referral and Placement Administration</p> <p>Standards</p> <ul style="list-style-type: none"> • When a new placement has been being agreed in principle, start to complete initial risk assessment and matching form to best of ability and send immediately to relevant SSW/manager to finish and return, • Within 12 hours of looked after child/ren going into the carers home, ensure SSW has populated a placement plan using the available information and email to carer with standard reminder detailing what they need to do with this,

	<ul style="list-style-type: none"> • By the end of each week, ensure that all referrals received within the previous five working days are correctly entered onto the CHARMS database.
<p>4. Duty</p>	<p>Other duties</p> <p>Standards</p> <ul style="list-style-type: none"> • Arranging, in liaison with SSWs and foster carers, internal respite placements following agency procedures for this, • Assist with administration of placement additional support packages as required, • Attend relevant team meetings. • To evidence all reasons why the placements are an appropriate match. • The liaises with finance in regards to costings and assist in chasing where appropriate. • To set up and close profiles on CHARMS including completing closing statements. • To communicate with SSW to ensure admission paperwork is on the system within timescales • To continue to build and form relationships with existing and new local authorities in order to work in partnership. • To look into different revenue streams and contribute to plans of business growth. • To build good working relationships with different stakeholders. • To follow up and to ensure placements are settled and to contribute to problem solve any unstable placements. • To assist in applying to new tender's paperwork • To assist in completing compliance paperwork for existing tenders

	<ul style="list-style-type: none"> • To meet regulatory requirements from Ofsted and abide by the fostering regulations and minimum national standards. • To raise any safeguarding issues in a timely manner in order for managers to support appropriately. • Liaising with local authorities with a child’s education, health or other needs. • Creating marketing tools which include vacancy list and Brochures • Any other duties relating to placements and young people. • To support admission and Quality Assurance • To support foster carers and liaise with agencies • To attend meetings as required.
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passport/visa and/or nationality requirement.	Please Note: In order to meet the requirements of Section 23 (1) of the Immigration, Asylum and Nationality Act 2006, Family First Fostering requires that all applicants have the right to work within the UK
Security or legal checks are required for this role.	Enhanced DBS check 2 references one from last or most recent employer