

Job Description

JOB TITLE: Placements Officer / Family Finder
PERSON REPORTS TO: Placements Manager

PURPOSE OF THE 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.

JOB CONTEXT

Family First Fostering is committed to delivering services that are user-focused and sensitive to the individual needs of children, local authorities, and the broader community. All employees are expected to reflect this ethos through a commitment to service excellence, quality, equality, and partnership.

MAIN DUTIES

- Receive, assess, and process referrals from Local Authorities.
- Liaise with foster carers, supervising social workers, managers, and other professionals to facilitate effective and timely matching.
- Ensure that placements meet the child's needs in accordance with fostering regulations and National Minimum Standards.
- Meet regulatory requirements from Ofsted.
- Maintain clear and accurate placement records on relevant systems (e.g., CHARMS).
- Provide professional, detailed responses to Local Authority placement teams, including required documentation (e.g., Form F, annual reviews), and details of any support required.
- Monitor and follow up on the progress of referrals and placement stability.
- Complete matching tools to evidence how children are matched to foster families.
- Contribute to the development of effective marketing materials and vacancy lists and brochures.
- Assist with internal respite coordination
- Negotiate with placing authorities, to attain additional support packages for placements, where required.
- Attend and contribute to relevant meetings, panels, and reviews as required.
- Build and maintain strong relationships with Local Authority commissioning teams and other external stakeholders to support effective partnership working.
- Support quality assurance and safeguarding processes, and uphold agency standards at all times.
- Liaise with the finance team regarding costings and assist with follow-up where appropriate.

- Set up and close profiles on CHARMS.
- Communicate with supervising social workers to ensure admission paperwork is uploaded within required timescales.
- Identify alternative revenue streams and contribute to business growth plans.
- Assist in the preparation of new tender documentation and the completion of compliance paperwork for existing tenders.
- Raise safeguarding concerns in a timely manner to enable appropriate managerial support.
- Liaise with Local Authorities regarding children's education, health, and other needs.
- Attend relevant internal team meetings, professionals' meetings, and placement stability meetings as required.
- Support the finance team to ensure the correct care package is loaded and chase outstanding invoices.
- Work to ensure carers are engaging with inhouse psychotherapist and agency's resources are being used effectively.
- Chase outstanding children's individual placement agreements and ensure these are signed off by management.
- Attend team meetings and contribute to the continuous improvement of the organisation
- Work collaboratively as part of the team to support the development and continuous improvement of the service.
- Actively engage in regular supervision sessions.
- Participate in an annual appraisal
- Undertake other duties as may reasonably be assigned, commensurate with the level of responsibility.

This job description forms part of your main Terms and Conditions of Employment. This job description reflects the main responsibilities of the role. Duties may evolve in response to organisational needs and will be reviewed in consultation with the post holder.

Person specification

Job Designation: Placements Officer
Reports to: Placements Manager

ESSENTIAL **METHOD** **OF**
DESIRABLE **ASSESSMENT**
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EDUCATION/ QUALIFICATION		
Educated to A-Level standard or equivalent experience.	D	Application Form
Evidence of ongoing professional development.	E	Application Form
EXPERIENCE & KNOWLEDGE		
Experience working in a social care, education, or fostering environment.	D	Application Form & Interview
Familiarity with referral and matching processes, and risk assessments.	D	Application Form & Interview
Experience liaising with professionals and stakeholders.	E	Application Form & Interview
Knowledge of fostering regulations and children's social care legislation	D	Application Form & Interview
Experience using social care recording systems (e.g., CHARMS).	D	Application Form & Interview

Knowledge of the Social Care Common Framework (SCCIF): Independent Fostering Agencies and experience of Ofsted Inspections and Auditing.	D	Interview
Knowledge of the needs of children in care	D	Application Form & Interview
A strong interest in promoting permanence and placement stability to children in care	E	Application Form & Interview
Knowledge of roles and responsibilities of key children's agencies	D	Application Form & Interview
SKILLS & ABILITIES		
Excellent written and verbal communication.	E	Application Form & Interview
Strong organisational and time management skills.	E	Application Form & Interview
Ability to assess risk and make informed decisions.	E	Application Form & interview
Ability to delegate and negotiate where necessary.	E	Application Form & interview
Confident in IT systems and databases.	E	Application Form & interview
Adaptability to fast-paced and changeable environments.	E	Application Form & interview
Ability to organise and prioritise own work and balance varying priorities	E	Interview
Ability to work according to the companies Policies and Procedures	E	Application Form & Interview

Ability to work as part of a team	E	Application interview
Ability to work independently and demonstrating initiative whilst working in line with Family First Fostering's Policies and Procedures.	E	Interview
PERSONALITY		
Well presented	E	Interview
Enthusiastic	E	Interview
Highly motivated	E	Interview
Empathetic	E	Interview
Able to quickly build positive working relationships with carers, staff and stakeholders.	E	Interview
OTHER REQUIREMENTS		
To have a flexible approach to working hours, to ensure the needs of the agency and its stakeholders are properly met.	E	Interview
Able to demonstrate a commitment to equal opportunities principles and practice.	E	Application Form & Interview
Satisfactory Enhanced Disclosure Barring System Checks (DBS)	E	Application Form & Interview
Satisfactory References	E	Application Form & Interview
Right to work in the UK	E	Application Form & Interview