# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Placement Support Worker

# DEPARTMENT: Children’s Services

# LOCATION: Countywide

# GRADE: [Single Status 7](https://new.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status)

# RESPONSIBLE TO: Practice Manager

# Purpose of the Role:

To offer practical help and emotional support directly to children in care and their foster carers in a variety of ways. To work individually with young people in care or as part of small group

# Key tasks:

1. Work within statutory requirements and departmental policies and procedures concerning looked after children including National Fostering Standards and Regulations
2. Form positive, consistent relationships with children both individually or in a group,
3. Help plan and organise an agreed programme of work with a child/young person and encourage, support and motivate children towards agreed goals both long term and short term.
4. Provide memory books and life story work as needed.
5. Write concise reports electronically, attend regular reviews and give good feedback to those involved with the children with whom you work.
6. Undertake tasks such as transportation e.g. transport and supportively escort children to activities and therapy if needed.
7. Safely supervise the children you work by providing firm and caring boundaries.
8. Organise your work to meet the needs of the children, the carers and the Department; this can include providing day care for carers when they attend meetings, sometimes in the carers home but generally in the community.
9. Promote an open and collaborative teamwork approach around the child.

EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Excellent organisational skills and time management. * Ability to work on one’s own initiative as well as take direction and follow advice. * Ability to provide clear, concise electronic written recordings and reports. * Good verbal communication skills with both children and adults alike. * Ability to converse at ease with customer and provide advice in accurate spoken English * Ability to contribute clearly and confidently at meetings. * Confidence in dealing with children and young people who may present difficult, disruptive or challenging behaviour. * Ability to work with small groups. * Ability to work as part of a team. * Ability to manage constant and often conflicting demands. * Ability to work creatively and imaginatively e.g. the Arts and outdoor activities etc. * Ability to stay calm in difficult situations. |

# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Level 2 qualification |

# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Play work, Youth work, Child Care qualifications e.g. IQP, NVQ, NNEB, DipSW, CQSW, Counselling Skills. |

# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Child development and child care. * An understanding of the impact on children’s lives of disruptive, neglectful or abusive experiences and how children may be helped to overcome them. * An understanding of separation and attachment issues. * An understanding of the impact of fostering for the child and foster families. * Detailed knowledge of using IT packages, including MS Word, Excel, and a database system |

# Desirable knowledge

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| These criteria will be assessed at the application and interview stage |
| * An understanding of the work of Social Services Departments with children and young people |

# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Working with children and/or adolescents. * Working with Looked After Children. |

# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Working with children in one to one situations. * Working with children with special needs or challenging behaviour. |

# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Ability to travel across the County or be able to demonstrate how you will meet the travelling requirements of the post across the County. * Flexible availability for work particularly at weekends, afternoons, evenings and in school holidays. * A reliable and flexible approach towards work. |

# Other desirable criteria

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| These criteria will be assessed at the application and interview stage |
| * A range of interests that can be shared with children. |

**Date (drawn up):** Modified May 2022

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference: :** 9195

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |