

## **Job Profile Information: ASC Placement Officer**

**This supplementary information for ASC Placement Officer is for guidance and must be used in conjunction with the Job Capsule for Job Zone 3 Level 1**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

### **Role Purpose:**

The ASC Placement Officer is responsible for the identification and sourcing of the most cost effective service, at the best price, to meet the eligible needs of the customer as assessed by the customer's key worker, including community care services funded by the CHC. The role is responsible for ensuring that all purchasing activity is contract compliant and undertaken in line with individual commissioning arrangements.

### **Example outcomes or objectives that this role will deliver:**

#### **Sourcing cost effective support for an individual**

- Identify and arrange support for an individual as assessed by the individual's key worker
- Ensure support is in place within agreed timelines as set out in the team processes and procedures
- Ensure that options considered are cost effective and at the best price, making use of existing contracts and block arrangements where appropriate, and the tools and systems provided in line with team processes and procedures
- Negotiate transparent and cost effective fees for support where an existing contract is not in place, ensuring quality is maintained
- Where individualised services outside of existing contracts are required, and the service response is not highly specialised, identify options for operational services, managing the appropriate purchasing processes with the provider
- Ensure reports and information from the CQC and other authorities are used to check potential providers and the quality of care they deliver

#### **Issue and terminate individual service contracts / Purchase Orders**

- Where support is arranged, individual service contracts / purchase orders are raised, recorded accurately on Mosaic, and issued in a timely manner

- Ensure customers personal financial situations are taken into account in the individual service contract, including any third party top up arrangements, and ensure these are transparently and accurately recorded on Mosaic
- Ensure any other funding contributions such as FNC are taken into account in the individual service contract, and ensure these are transparently and accurately recorded on Mosaic
- Ensure all contractual arrangements are made and authorised in line with the Council's financial authorisations and delegated authority limits

**Work collaboratively with care management to implement agreed changes to an individual's support plan**

- Liaise with providers and an individual's key worker to ensure that assessed changes to an individual's support are implemented
- Support care management to negotiate a fair fee where changes arise
- Ensure updated individual service contracts / purchase orders are issued
- Ensure Mosaic is updated accurately and in a timely manner with the changes made

**Support the team to contribute to financial reporting / service planning / team performance indicators**

- Ensure that all placement / support information is updated accurately on Mosaic in a timely manner
- Ensure that information on placements being sourced, but not yet agreed, is maintained and is available for reporting
- Provide information for non-qualitative performance indicators such as market supply and responsiveness from providers for reporting to commissioning colleagues

**Support the ASC safeguarding approach**

- Awareness of safeguarding issues that LBC or other LAs are investigating where this may affect long term arrangements
- Ensure that concerns / complaints received are recorded and notified to care management / quality assurance colleagues in line with the team's policies and procedures
- Escalating issues and risks relating to contracts and placements to the team manager

**Provide flexible and innovative support in contributing towards team work priorities**

- Promote an adaptable and positive approach, responding flexibly to the needs of the service
- Actively contribute to team work planning, change and improvement plans
- Take responsibility for alerting care management / quality assurance colleagues to potential issues and solutions

**People Management Responsibilities:**

*n/a*

**Relationships:**

The role is responsible for building and maintaining positive working relationships with a full range of internal and external stakeholders, including :

- external providers / care agencies
- care management colleagues, LBC / CCG
- integrated commissioning / quality assurance / procurement colleagues
- finance / IT colleagues
- other local authorities / relevant networks
- care quality commission

**Work Environment:**

- The post holder will be expected to:
  - Work flexibly across the service responding to changes in demand and move location in order to achieve a seamless service for the customer
  - Maintain good networks across LA / Health / Third Sector partners to inform decisions around cost and quality of support placements
  - Manage a varying workload, handling changing or conflicting priorities as a result
  - Keep the Team Manager updated with care provision issues
  - Work in a demanding and time pressured environment

**Technical Knowledge and Experience:**

- IT literate and able to work with different systems and databases, including good excel skills
- Good communication and negotiation skills working with different stakeholders
  
- Knowledge of Adult Social Care and relevant business processes
- Knowledge of relevant social care legislation and regulation
- Knowledge of relevant statutory / regulatory bodies such as the CQC

- Knowledge of the range of options available for supporting individuals such as Care Homes, Extra Care, Homecare etc
- Understanding of contract compliance and of individual commissioning responsibility
- Experience of working in a social care setting
- Experience of negotiating with providers in an social care setting
- Ability to calculate and negotiate a fair price for support within the boundaries of council policy
- Ability to exercise judgement and expertise in negotiating variations to individual contracts and fees

### **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

### **Chart Structure**