

## JOB DESCRIPTION and PERSON SPECIFICATION

JOB DESCRIPTION	
Job Title:	Assessment and Placement Manager (APM)
Team:	Placement Team
Reports to:	Head of Placements
Role Purpose:	<ol style="list-style-type: none"> <li>1. Provision of high quality assessment and referral processes ensuring the appropriate placement of service users within the enlarged group.</li> <li>2. To maximise occupancy of the enlarged group</li> <li>3. To develop relationships with external agencies to promote and develop the profile and reputation of Achieve Together as a provider of choice</li> </ol>
Scope:	<ol style="list-style-type: none"> <li>1. Each APM will be attached to geographic area of focus with a national, combined responsibility for the enlarged group.</li> <li>2. Work closely with operational teams within their geographic area of focus to ensure the client needs are being met and addressed on an ongoing basis</li> </ol>
Accountabilities:	<ol style="list-style-type: none"> <li>1. Respond in a timely manner to all enquiries and referrals, and support colleagues as required in doing the same, including the accurate logging of information on the assessment and referral database</li> <li>2. Conduct and document detailed and comprehensive person-centred assessments in a dignified and respectful manner and develops care packages for potential service users in conjunction with operations and wider team(s) where required.</li> <li>3. Ensure a person-centred approach to assessments and ongoing support to ensure that the service and support proposed is appropriate to that individual and is able to enhance that individuals quality of life, and achieve their desired outcomes</li> <li>4. Gain the support from operations for all new placements and that any initiatives required to support the placement are specific, measurable, achievable and realistic ahead of the transition of the service user.</li> <li>5. Ensure that contracts are exchanged with purchasers and that placement terms are agreed with the relevant parties and that any variations are honoured by the home and monitored on an ongoing basis.</li> <li>6. Provide a structured follow up to new starters</li> <li>7. Support visits by care managers, family members,</li> </ol>

	<p>service users to the relevant services.</p> <p>8. Contribute to the implementation and development of new assessment tools and care package documentation.</p> <p>9. Link in with Clinical and Operational teams as well as colleagues within the placement team to ensure good communication and to maximise potential opportunities.</p>
Specific Requirements:	Field Based

PERSON SPECIFICATION	
Knowledge:	<p>Keeps abreast of sector trends and purchasers' strategic development plans and contributes to the strategic planning of the growth of the company, supporting the development of new services and homes.</p> <p>Awareness and experience with E brokerage and other commissioning portals.</p> <p>Knowledge of the Learning Disability sector to include awareness of legislative and regulatory sector requirements.</p> <p>Demonstrate good understanding of how the sector compromises itself from how small residential and supported living services function through to how local authorities and CCGs commission and agree services.</p>
Experience:	<p>The candidate will have extensive experience in the Health and Social care sector- ideally having worked with people with learning disabilities and / or mental health needs at management or above level for several years. Ideally they will have worked in the London and or Surrey region with particularly well developed networks and experience in the London area within the industry. The person will have experience in assessing the needs of people with disabilities and be able to make recommendations on support needs, identify risk and how to manage this and be able to identify compatibility within an appropriate residential or supported living service service.</p>
Competencies:	<p>Team Working and Lone Working - Be able to work as part of a wider National Team achieving group objectives nationally whilst also frequently working autonomously and on own initiative locally.</p> <p>Be able to manage data collection, storage and manage databases meeting GDPR requirements.</p>

	<p>Have excellent written and verbal communication skills - both in every day communication (phone and email) and with report and documentation writing.</p> <p>Be competent in using common office software.</p> <p>Must hold a driving licence and be confident in driving longer distances when required.</p>
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