

Senior Placement Officer

Department for Child Protection

*Nurturing happy, healthy kids so they
can grow up safe and reach their full potential.*

CLASSIFICATION:	PO2	DIRECTORATE:	Carer Services, Out of Home Care
REPORTS TO:	Supervisor, Placement Services	FTE:	1.0
ROLES REPORTING TO THIS ROLE:	Nil		

ABOUT THIS ROLE:

The Senior Placement Officer undertakes professional assessment and review of placement requests submitted by DCP Offices for referral to non-government partners to seek appropriate care options for children and young people and ensuring all placement requests referred to non-government partners maintain a standard of quality to ensure the maximisation of the child and young person's opportunity to be placed in family based care. The role works within a team to ensure children and young people who have entered into the care of the Chief Executive are provided with a care experience that best enables their development, stability and security. The Senior Placement Officer also ensures the development, implementation and reviewing of working and reporting relationships with key stakeholders, whilst providing consultation, advice and training to DCP staff, Government and non-government agencies and workers.

YOU WILL BE ADDING VALUE BY:

- Maintain transparency in relation to a child or young person's development, behaviours and needs whilst providing a professional quality assessment to secure a child or young person's placement option, whilst ensuring that it meets the best interest of the child or young person.
- Receive placement requests and ensure quality of information in accordance with Departmental and Placement Services practice principles and refer these requests to the appropriate government and non-government partners in a timely manner and seek placement outcomes utilizing effective time management tools.
- Manage the placement request referral process in partnership with government and non-government agencies in a professional manner, and providing a quality assurance role for a child or young person entering alternative care placements through thorough checks on C3MS, and liaison with Carer Payments and/or Carer Approval and Review Unit when required.
- Provide placement consultation for DCP Office workers and non-government agency staff to facilitate the placement of children and young people into alternative care.
- Provide individual and sibling group profiles and population level information about children and young people in commercial care in meetings with NGO providers to ensure the matching of children and young people to family based carers and transition children from commercial care.
- Advise and guide other staff (internal and external) on placement options that best meet the needs of children and young people and advise of required assessments/documentation to support the exploration of these options.
- Provide operational data on placement demand and placement outcomes and service gaps for children and young people requiring placement in out of home care.
- Liaise, consult and communicate with and across relevant professional networks including non-government partners and provide professional advice/direction on complex placement management cases to internal and external workers.
- Be aware of Aboriginal cultural practices and/or differences and seek cultural consultation to promote inclusive practice and consult with social workers, principal Aboriginal Consultants, Aboriginal Family Practitioners and supervisors regarding professional practice and cultural issues, departmental policies, procedures and legislation.
- Take action and provide services that are inclusive of Aboriginal people and people from culturally and linguistically diverse backgrounds as well as engaging in learning about other cultures to better establish relationships and improve services.
- Any other responsibilities in line with the classification level of the role as assigned by the Supervisor, Placement Services and/or the Department. The responsibilities as



6. Process of exceed numbers in care procedure, which involves a review and assessment of a child entering a placement with a carer outside of that carer's current registration conditions and seeking approval if in support of this placement option.

specified above may be altered in accordance with the changing requirements of the role.

13. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards, and injuries in accordance with DCP policy & procedure and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.

WHO YOU WILL WORK WITH:

Internal

- Supervisor, Placement Services (line manager)
- Manager, Placement Services
- Staff within Placement Services, DCP

External

- Government and non-government partners providing alternative care services to children and young people

QUALIFICATIONS

Essential:

- An appropriate degree qualification in community services, sociology, criminology, justice, correctional practice, social sciences, health, human services, mental health or related field.

YOUR CAPABILITIES:

- High level interpersonal skills and the ability to communicate both verbally and in writing to a range of stakeholders, and adapt communication style and identify strategies to improve communication effectiveness.
- Proven ability to clarify situations, act impartially and use influence, negotiation and persuasion to effectively mediate the conflict and devise a workable solution.
- Demonstrated knowledge of legislative frameworks including acts, regulations, policies and procedures that guide child protection practice.
- Demonstrated ability to analyse problems, initiate constructive discussion and debate and to assess and differentiate between actual and desirable outcomes.
- Experience providing sound and practical advice on child protection matters and support and guidance to team members in order to develop and improve team performance and communication.
- Knowledge of issues relating to life domain of placement from a child/young person's perspective and ability to identify areas where support is required and discuss situation or concerns with key stakeholders.
- Demonstrated ability to apply culturally sensitive child protection practice for Aboriginal and Torres Strait Islander people, and community from culturally and linguistically diverse backgrounds.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment.



OUR COLLECTIVE RESPONSIBILITIES

SPECIAL CONDITIONS

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the *Children and Young People (Safety) Act 2017*, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP's status as a White Ribbon Accredited Workplace.
- Maintain the Program Standards of White Ribbon Reaccreditation.
- Actively support DCP's commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Supervisor, Placement Services.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.
- Some out of hours work may be required.
- Some intra/interstate travel (including in a small aircraft) including overnight stay may be required.
- A current Australian driver's license and a willingness to drive is essential.



YOU WILL CONTRIBUTE TO



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers, and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers, and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

CERTIFIED CORRECT: March 2026



Government of South Australia
Department for Child Protection