

## **Main**

To support the Team Manager in the delivery of high quality Shared Lives services and to support and maintain individual arrangements. You will provide regular monitoring of your allocated Shared Lives arrangements. You will maintain to a high standard spreadsheets and office files including training records and home safety checks. As well as ensuring Shared Lives carers are supported you will be expected to complete support plans and risk assessments with the people who use services and review them regularly. You will also be required to write assessment reports and complete back ground checks for people wishing to become Shared Lives carers.

## **TERMS & CONDITIONS**

### **Contract Type**

This is a permanent contract

### **Salary**

£20,790 This salary is equivalent to PSS Fixed point 27

### **Disclosure**

As this post requires a Disclosure check, please refer to the Recruitment of Ex-offenders statement on the Applicant Guidance page.

### **Hours**

37 hours per week

### **Location**

Centrix @ Keys, Keys Business Village, Keys Park Road, Hednesford, Cannock, Staffordshire, WS12 2HA

### **Annual Leave**

25 days pro rata per annum. In addition to eight paid statutory bank holidays (bank holidays are pro rata for part-time staff).

### **Pensions**

PSS operates an Occupational Pension Scheme with the Pensions Trust.

### **Conditions of Service**

Offers of employment are made subject to the following conditions:

- a) Completion of medical questionnaire
- b) Receipt of two satisfactory references, including one reference from a current or most recent employer.
- c) Authorisation to work in the UK. Under the Immigration, Asylum & Nationality Act 2006 successful candidates will be required to produce documentation which demonstrates their authorisation to work in the UK. Documents may include; Passport; full birth certificate; UK work permit; Home Office letter.
- d) An Enhanced Disclosure. Please note that having a criminal record does not automatically disbar you from working with PSS.

## **KEY RESPONSIBILITIES**

### **Service Delivery**

- To recruit and assess people who would make suitable Carers for the service and help match them with Service Users.
- To guide and support potential Shared Lives carers through the approval process and complete detailed assessment reports for presentation to the Independent Shared Lives Panel.
- To comply with national and local legislation standards and codes of practice in relation to Shared Lives.
- To recruit, manage and support a group of volunteers.
- To identify the training needs of Shared Lives carers and volunteers and ensure that the training and development delivered is appropriate to their individual needs and wishes and in line with contractual obligations of purchasers.
- To facilitate Shared Lives carers meetings and identify/develop areas of improvement relating to Shared Lives carers and Shared Lives carers issues.
- To identify and assess people who would benefit from Shared Lives placements and support the team in the matching process with Shared Lives Carers.
- To maintain placements by supporting and monitoring both Service Users and Carers on an ongoing basis.
- To plan, implement and review individualised packages of care, including meaningful daytime activities and respite.
- To maintain up to date and accurate records and to write reports as necessary.
- To promote Shared Lives through presentations, events and welcoming visitors to the service.
- To keep up to date with developments within the field of Shared Lives, ensuring that standards of service are maintained and improved.
- Ensure effective service user involvement in carer recruitment and approval.

### **People Management**

- To have a clear understanding of your role, service objectives and the standards which must be achieved within the service.
- To work effectively and sensitively within your role.
- To assist in preparing monthly activity reports and annual reports and action plans.
- To be involved in the support of a team of carers and volunteers.

### **Sustainability and Business Development**

- To maintain effective liaison with other agencies and to disseminate information about the service to other interested bodies and agencies.
- As a member of the Shared Lives Team you will be expected to play a full part in all service delivery and planning.

## **Finance and Resources**

To monitor and control expenditure for own area of responsibility and to ensure PSS financial procedures are followed.

To monitor Service Users' finances, using existing procedures.

### **ADDITIONAL DUTIES**

To actively participate in developing directorate, team and individual objectives and plans, attend staff performance management and learning and development reviews.

The post holder is expected to be flexible in the performance of duties and to undertake any other duties identified as appropriate to the post.

All jobs are subject to change from time to time and this job description will be reviewed regularly

### **JOB DESCRIPTION**

This job description is a guide to the work you will be required to undertake and represents a range of responsibilities commensurate with the grade for the post. It does not form part of your contract of employment.

## Person Specification

### Job Title: Shared Lives Development Worker

Requirement	Essential	Assess from:
	E= Essential D = Desirable	A = application I = interview R = references E = exercise/practical C = Copy of certificates
<b>Attitude</b>		
Commitment to, and demonstration of the PSS values and their application to the delivery of quality services	E	A, I
Must have a can "can do" approach to work.	E	A, I
Good team player but also able work on own initiative	E	A, I
Self-motivated	E	A, I
Ability to adopt a flexible person centred approach in a variety of situations	E	A, I
Understanding/awareness of anti-oppressive and anti-discriminatory practice	E	A, I
<b>Knowledge</b>		
An understanding of Health & Safety in the home	E	A, I
Social Services Health & Voluntary Sector Service provision	D	A, I
Knowledge of support planning and risk management	D	A, I
Knowledge of Shared Lives and corresponding legislation	D	A, I
Understanding of Adult Safeguarding procedures	D	A, I
Knowledge of confidentiality	E	A, I
<b>Skills</b>		
Excellent communication skills written and verbal	E	A, I
Organisational skills i.e. Time Management / Prioritising	E	A, I
IT Skills (Word and Excel and Outlook)	E	A, I
Ability to build rapport with people from different walks of life and backgrounds	E	A, I
<b>Experience</b>		
Experience of working with adults with a social care needs	D	A, I
Working in a busy and challenging environment	E	A, I
Innovative practice	E	A, I
Report writing	D	A, I
<b>Qualifications and training</b>		
Level 3 Diploma in Health and Social Care or comparable, or be working towards it.	E	A
Full driving licence and use of a car	E	A