

Main

To support the service manager & team manager in the delivery of high quality Shared Lives services and to support and maintain individual placements.

TERMS & CONDITIONS

Contract Type

This is a *Fixed Term* contract until *November 2019*

Salary

£17,414. This salary is equivalent to PSS Fixed point 21

Disclosure

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

Hours

30 Hours per week

Location

*Shared Lives East
Unit 14 Diss Business Centre
Dark Lane
Scole
Diss
Norfolk
IP21 4HD*

Annual Leave

23 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 learn to recruitment and support in the assessment of people who would make suitable Carers for the project and help match them with Service Users with guidance from the team and service manager.

To support the team to assess people who would benefit from Shared Lives placements following referral from Local Authorities.

To maintain placements through supporting and monitoring both Service Users and Carers within the Project on an ongoing basis.

To learn with support from the team and service manager to plan, implement and review individualised packages of care, including meaningful daytime activities and respite when required.

To maintain up to date and accurate records and to write reports as necessary.

To develop opportunities for occupation, leisure and education for specified people supported by the service, according to individual requirement.

With support from the team to learn to arrange and plan training sessions for Carers / Staff and organise group meetings as appropriate.

To promote Shared Lives through presentations, events and welcoming visitors to the Project.

To keep up to date with developments within the field of Shared Lives, ensuring that standards of service are maintained and improved.

People Management and Relationships

To be involved in the support of a team of carers and volunteers.

To take a lead role on service user inclusion within the service and to facilitate service user groups.

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 Resource Management

With support from the service manager & team manager 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 when required.

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
Attitude:		
To use initiative and ability to work towards working unsupervised	E	A I
Committed to collaborative working	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
Knowledge		
Ability to work toward and gain a working knowledge and understanding of Health & Safety Issues, including Risk Assessment and Management	E	A I
Ability to work toward and gain awareness of Social Services Health & Voluntary Sector Service provision	E	A I
Ability to work toward and gain knowledge of Assessment Procedures	D	A I
Basic knowledge of Shared Lives and corresponding legislation	E	A I
Ability to work toward and gain an understanding of Adult Safeguarding procedures	E	A I
Understanding of Health and Safety management in the service context	D	A I
Skills		
Good communication skills written and verbal	E	A I
Organisational skills i.e. Time Management / Prioritising	E	A I
IT Skills	E	A I
Ability to work towards gaining assessment skills	E	A I
Ability to build effective relationships with internal and external stakeholders	E	A I
Experience		
Experience of working with vulnerable adults	E	A I
Experience of supporting people	D	A I
Innovative practice	E	A I
Supporting carers	E	A I
Qualifications and training		
Work towards a Level 3 Diploma in Health and Social Care or comparable.	E	A
Full driving licence and use of a car	E	A

