

Main

To support the Shared Lives Manager in the delivery of high quality Shared Lives services and to support and maintain individual arrangements. You will complete regular monitoring of your allocated Shared Lives arrangements. You will maintain spreadsheets and office files including training records and home safety checks to a high standard. 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 Fixed Term contract until 31/3/19

Salary

£19,599 This salary is equivalent to PSS Fixed point 25

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

PSS, Unit 5430, North Wales Business Park, Abergele, LL22 8LJ

Annual Leave

25 days per year. 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

- As required take a key role in the recruitment and lead in the assessment of people who would make suitable Shared Lives carers and help match them with people who would like to use the service.

- Maintain successful arrangements through supporting and monitoring Shared Lives carers and ensuring the support provided by the Shared Lives carer is safe, caring and effective.
- To complete and review support plans and risk assessments to ensure arrangements are safe, effective, caring and responsive.
- To maintain up to date and accurate records and to write reports as necessary.
- To arrange training sessions for Shared Lives carers and organise group meetings as appropriate.
- 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.
- Maintain spreadsheets and office files to a high standard.

People Management

- To participate in the support and development of any trainee or student.
- To be involved in the support of carers and any volunteers.
- To take a lead role on service user inclusion within the service.

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 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 – Shared Lives Wales

Requirement	Essential	Assess from:
	E= Essential D = Desirable	A = application I = interview R = references E = exercise/practical
Attitude	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 R
Self motivated	E	A I R
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		
A working knowledge and understanding of Health & Safety	E	A I
Social Services Health & Voluntary Sector Service provision	E	A I
Knowledge of support planning and risk management	E	A I
Basic knowledge of Shared Lives and corresponding legislation	D	A I
Understanding of Adult Safeguarding procedures	D	A I
Skills		
Excellent communication skills both 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 speak Welsh	D	A I
Excellent people skills	E	A I
Experience		
Experience of working with vulnerable adults	D	A I
Working in a busy and challenging environment	D	A I
Innovative practice	E	A I
Report writing and formal writing skills	E	A I
Qualifications		
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