Shared Lives Development Worker – Shared Lives Midlands

What you'll do
To support the service manager in the delivery of high-quality Shared Lives services and to support and maintain individual arrangements.

The post holder will be required to ensure that Shared Lives Carers deliver a high-quality Care Quality Commission regulated service, in line with local & national policies and procedures.

The Shared Lives Worker will be responsible for:-

- Ensuring that Shared Lives Carers provide personalised care and support to the people they support.
- To ensure that Shared Lives Carers safely deliver care and support services in adherence to PSS policies and procedures, and in accordance with the fundamental standards set by the Care Quality Commission.
- Where requested, assist in the recruitment and support in the assessment of people who would make suitable Shared Lives carers for the service.

SCOPE OF JOB AND FOCUS OF ROLE
Service Delivery – 60%
People Management – 25%
Sustainability and Business Development – 5%
Finance and Resources – 5%
Personal Learning - 5%

TERMS & CONDITIONS

Contract Type
Permanent contract

Salary
£13,772 (FTE £27,544 per year. This salary is equivalent to PSS Fixed point 31.

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

Hours
18½ hours. These hours are worked between Monday to Friday.

Location
PSS Shared Lives Midlands, South Point, Park Plaza, Hayes Way, Cannock, WS12 2DB

Annual Leave
27 days per year pro rata. 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 People's Pension.

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 lead in your designated area in the matching of people who would benefit from Shared Lives arrangements with Shared Lives carer/s following referrals from Local Authorities.

To maintain Shared Lives arrangements through supporting and visiting within their homes or in the community as required both the people we support and Shared Lives carers on an ongoing basis (6-12 weekly) to complete among other things wellbeing checks, Shared Lives carer's annual reviews. Where applicable medication and finance checks, home safety checks and to support the Shared Lives carer to maintain their training and other relevant checks such a DBS and Gas safety certificates.

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

To work alongside the supported person and Shared Lives carers and where relevant their families and the Local Authority representatives in the development of their person-centred support plan, risk assessments and ongoing reviews.

Arrange and support if needed access to training and sessions for Shared Lives carers to support them to meet the training requirements of the service they are providing.

To promote Shared Lives to Local Authority teams, colleges etc., through presentations, events and welcoming visitors to the service.

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

Where requested assist in the recruitment and support in the assessment of people who would make suitable Shared Lives carers for the service.

People Management and Relationships

To support a team of self-employed Shared Lives carers.

To work with the supported person to ensure their experiences within Shared Lives are positive and person centred.

To work alongside volunteers/experts by experience in the development of the service.

To engage fully with representatives of Local Authorities to ensure a service that is continually improving and responsive to needs.

Sustainability and Business Development

To maintain effective partnerships with other agencies and to provide 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, to monitor and control expenditure for your own area of responsibility and to ensure PSS financial procedures are followed.

To complete regular finance checks of supported people's money as required.

ADDITIONAL DUTIES

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

2. 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.

3. All jobs are subject to change from time to time and this job description will be reviewed regularly and may be updated to include reasonable changes in consultation with the job holder.

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.

Requirement	Essential	Assess from:
	E= Essential D = Desirable	A = application I = interview R = references E = exercise/practical C = Copy of certificates
Attitude		
Commitment to, and demonstration of the PSS values and their application to the delivery of quality services	E	A, I
Must have a '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
Knowledge		
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
Skills		
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, E
Ability to build rapport with people from different walks of life and backgrounds	E	A.I
Experience		
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
Qualifications and training		
Level 3 Diploma in Health and Social Care or comparable, or be working towards it.	D	A
Full driving licence and use of a car	E	A