

## **Shared Lives Development Worker (carer recruitment)**

### **What you'll do**

As our Shared Lives development worker, you'll work within the specific Shared Lives team to make sure that the Shared Lives service is delivering at a high quality and the best it can be for the people we support. You'll help us find and recruit more wonderful carers in your designated area, which will either be Merseyside or Manchester dependent upon your preference below.

### **Key relationships**

You'll work with:

- Head of Great Ideas
- Shared Lives registered manager
- Business, Innovation and Development team
- Shared Lives development workers
- Shared Lives carer applicants
- People who use services
- Health/Social Care professionals, commissioners, and agencies
- PSS Shared Lives panel volunteers

### **Decision-making and authority/autonomy**

You'll work under the direction of the service manager. You'll have day to day decision making and plan your own workflow to meet the needs of the service. You'll make decisions that are appropriate to your role.

### **Complexity**

You'll perform a wide range of professional work activities in a variety of contexts. You'll have specific areas of responsibility within the service which will be detailed below.

### **Scope of job and focus of role**

- Service Delivery 50%
- People Management and Relationships – 30%
- Sustainability and Business Development – 10%
- Finance and Resource Management – 10%

## **TERMS & CONDITIONS**

### **Contract Type**

This is a permanent contract.

### **Salary**

£27,544 per year. This salary is equivalent to PSS Fixed point 31.

### **Location**

The postholder will work from our office in Cheadle Place, Stockport Road, Cheadle, SK8 2JX, and community based across Greater Manchester. Due to the geographical locations covered across Greater Manchester, a full driving licence and use of own car is essential for this post.

### **Annual Leave**

27 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 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.

As both positions require a disclosure, please refer to the Recruitment of Ex-offenders statement on the Applicant Guidance page.

### **Your role**

You'll be responsible for the recruitment of awesome Shared Lives carers within your working area of either Manchester or Merseyside (dependent upon which post you're applying for). You'll do things like work to set KPIs and targets, present assessments to panel making sure they're of a high quality and consistent with the excellent standard that we work to.

You'll work with service managers, the recruitment team manager, and the head of Great Ideas, helping us promote and develop Shared Lives. You'll make it your mission (should you choose to accept it) to find exciting and innovative ways to develop Shared Lives in existing and new areas.

You'll support the team in providing an excellent service that's of a high quality and incorporates the PSS values. You'll be an advocate for all things Shared Lives. Promoting Shared Lives to Local Authority teams, colleges etc., through presentations, events, and welcoming visitors to the service.

## **Key responsibilities**

### **Service Delivery**

You'll be responsible for planning, prioritising, and organising the recruitment of Shared Lives carers to achieve set KPIs and targets.

You'll contribute to service reports and present the information in a positive way.

You'll be responsible for planning, prioritising, and organising the promotion of the service and looking for opportunities to attract new carers.

You'll be a listening ear, and guide and support potential Shared Lives carers through the approval process. You'll also complete detailed assessment reports which will be presented to the Shared Lives panel.

You'll be happy to involve and work alongside the people who use the service to help us find the best carers and make Shared Lives the best service it can be.

You'll identify the training needs of Shared Lives carers and make sure that the training and development that they receive is appropriate to their individual needs and in line with contractual obligations and best practice.

You'll contribute to (or facilitate if requested) Shared Lives carers meetings and identify/develop areas of improvement relating to Shared Lives carers and Shared Lives carers issues. We want to make sure all our carers feel heard.

Occasionally, you might need to go on visits to support and monitor Shared Lives arrangements.

You'll support the matching of people who will benefit from Shared Lives arrangements with Shared Lives carers following referrals from Local Authority.

You'll keep up to date with developments within the field of Shared Lives, making sure that the standards of the service are maintained and improved.

You'll support the manager to improve Shared Lives carer recruitment forms and promotional material.

You'll build and maintain positive relationships with Shared Lives applicants, health and social care professionals and other external agencies involved in the recruitment of Shared Lives carers and Shared Lives service development.

To meet all health and safety requirements within the service, in accordance with PSS policy.

### **People management and relationships**

You'll recruit and support new Shared Lives carer applicants, making sure that they all have a clear understanding of their roles and responsibilities and the quality of standards that must be achieved.

You'll provide coaching and learning opportunities for new Shared Lives applicants to support them to achieve their objectives and meet quality standards.

You'll engage in professional relationships with external partners and promote PSS in a positive manner.

### **Sustainability and business development**

You'll maintain effective partnerships with external agencies and provide information about the service to other interested bodies and agencies, promoting PSS and Shared Lives. Think of yourself as a PSS Shared Lives cheerleader but without the pompoms!

You'll be responsible for planning, prioritising, and organising the recruitment of Shared Lives carers through various ways.

You'll be responsible for planning, prioritising, and organising your own work to achieve set KPIs and targets and providing reports.

You'll explore exciting and innovative ways to develop the Shared Lives Service.

### **Finance and resource management**

You'll provide information that might be needed service managers, England managers or head of services, within target deadlines.

You'll make sure that relevant information, databases, and spreadsheets are kept current and correct.

### **Service specific responsibilities**

You'll oversee the recruitment of Shared Lives carers.

You'll identify appropriate promotional opportunities working alongside the BID team

You'll develop the service within existing and new areas in liaison with the BID team

### **Additional duties**

You'll actively participate in developing directorate, team, and individual objectives and plans. You'll also be involved in the management of staff performance, and their learning and development reviews.

You'll need to be flexible in the performance of duties and 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 – Shared Lives Development Worker (Carer Recruitment)

| Requirement                                                                                                                          | Essential                     | Assess from:                                               |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------------------------------------|
|                                                                                                                                      | E= Essential<br>D = Desirable | A = application<br>I = interview<br>E = exercise/practical |
| <b>Attitude:</b>                                                                                                                     | E                             | A I                                                        |
| A pro-active and self-motivated approach                                                                                             | E                             | A I                                                        |
| Self-belief and drive, with a ‘can do’ attitude                                                                                      | E                             | A I                                                        |
| Flexibility, ability to see a need for change and respond to it                                                                      | E                             | A I                                                        |
| Self-aware and takes responsibility for results                                                                                      | E                             | A I                                                        |
| Commitment to, and demonstration of, the PSS values and their application to the delivery of quality services                        | E                             | A I                                                        |
| <b>Knowledge</b>                                                                                                                     |                               |                                                            |
| Knowledge of Shared Lives                                                                                                            | D                             | A I                                                        |
| Understanding of person-centred approaches in care                                                                                   | E                             | A I                                                        |
| Understanding of social care commissioning and monitoring processes                                                                  | D                             | A I                                                        |
| Understanding of approaches to quality and continuous improvement                                                                    | D                             | A I                                                        |
| Knowledge of relevant legislation/guidance, policy/procedures & regulations that apply to adult social care                          | E                             | A I                                                        |
| Understanding of Health and Safety management in a home environment                                                                  | D                             | A I                                                        |
| <b>Skills</b>                                                                                                                        |                               |                                                            |
| Ability to plan, schedule and monitor work to meet KPIs and targets.                                                                 | E                             | A I                                                        |
| Excellent inter-personal skills                                                                                                      | E                             | A I                                                        |
| Excellent verbal and written communication skills                                                                                    | E                             | A I                                                        |
| Ability to motivate and engage stakeholders to promote positive outcomes, quality and continuous improvement                         | E                             | A I                                                        |
| Ability to build effective relationships with internal and external stakeholders                                                     | E                             | A I                                                        |
| Ability to promote the service at all times                                                                                          | E                             | A I                                                        |
| IT skills – Word, Outlook, Teams                                                                                                     | E                             | A E                                                        |
| Confidence in using social media                                                                                                     | D                             | A E                                                        |
| Observation skills – able to pay keen attention to detail and accurately assess carers’ suitability                                  | E                             | A I                                                        |
| Critical analysis – analyse evidence and make informed decisions                                                                     | E                             | A I                                                        |
| <b>Experience</b>                                                                                                                    |                               |                                                            |
| Experience of working with people who use services in the development of those services                                              | D                             | A I                                                        |
| Experience of staff management/supervision                                                                                           | D                             | A I                                                        |
| Experience of working positively with health and social care professionals to deliver positive outcomes                              | D                             | A I                                                        |
| Experience of collaborative working/developing partnerships with external agencies                                                   | E                             | A I                                                        |
| Experience of writing assessments or reports                                                                                         | E                             | A I E                                                      |
| Experience of working in a self-directed way                                                                                         | E                             | A I                                                        |
| <b>Qualifications and training</b>                                                                                                   |                               |                                                            |
| Level 3 Diploma in Health & Social Care or relevant professional qualification in Social Care or Health, or be working towards this. | D                             | A                                                          |
| Driving Licence and use of own vehicle                                                                                               | E                             | A                                                          |