



Relief Shared Lives Development Workers

What you'll do

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

As a Relief Shared Lives Development Worker, you'll be responsible for ensuring that: -

- Shared Lives Carers provide personalised care and support to the people they support.
- 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.

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

This is a relief contract

Salary

£14.32 per hour. This is equivalent to PSS Fixed point 31.

Hours

The nature of your employment is flexible, and you will be contacted by the service as and when required to provide relief cover during usual operational hours of Monday to Friday, between 9.00am and 5.00pm. Whilst weekend hours are not generally worked within the team, these may be an option in some circumstances.

As with any relief arrangement, PSS are not obligated to provide work for you, and you are not obligated to accept it.

Location

There are various UK locations spread across our Shared Lives portfolio. There is an option to discuss location preferences with the management team, otherwise you will be asked to travel to any of our Shared Lives teams across the UK which are based within the following offices:

Shared Lives Lincolnshire

- Room F07/8, Boston Enterprise Park, Enterprise Way, Boston, PE21 7TW

PSS Shared Lives Manchester

- Biz Space, Office F10, Cheadle Place, Stockport Road, Cheadle, SK8 2JX

Shared Lives Merseyside

- Eleanor Rathbone House, Connect Business Village, 24 Derby Road, Liverpool, L5 9PR

Shared Lives Norfolk & Suffolk

- Unit 14 Diss Business Centre, Dark Lane, Scole, Diss, Norfolk, IP21 4HD

Shared Lives North Yorkshire

- Room 15, Town Hall, St Nicholas Street, Scarborough, YO11 2HG

Shared Lives Staffordshire

- South Point, Park Plaza, Hayes Way, Heath Hayes, Cannock, WS12 2DD

Shared Lives Wales

- PSS Cymru, Uned 5410, Abergele, Parc Busnes Gogledd Cymru, Conwy, LL22 8LJ **or**

- PSS Wales, Unit 5410, Abergele, North Wales Business Park, Conwy, LL22 8LJ

All expenses & mileage will be covered by the service as agreed with the service manager.

Annual Leave

Relief staff are entitled to be paid the equivalent of 5.6 weeks holiday pay per annum calculated according to the number of hours worked over a 13-week period.

Disclosure

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

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

Covering Shared Lives Development worker tasks in areas across Shared Lives UK when & where there are vacancies.

As a relief Shared Lived Development worker, you will travel where needed and will work as and when required sometimes at short notice to cover gaps in services.

You will not be expected to pick up a caseload usually but would work on areas of risk as identified by the Service Manager e.g. completing financial reconciliations and reviewing support plans.

You will work in one of the Shared Lives regions at one given time where a staffing gap has occurred. Where appropriate you can work remotely, although there will be home visits required which would be agreed with the service manager.

You would also complete file audits making sure the quality of the existing files you are working on are of a high standard and will feedback to the manager as required if you have any concerns.

In general, you may be asked:

To take the 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 supported people and Carers within their homes or in the community as required as per policy and guidance.

Where applicable complete medication, finance, home safety checks and other relevant checks such as a DBS and Gas safety certificates. Also, to support the Shared Lives carer to maintain their training.

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

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

To work flexibly under the direction of the Shared Lives Manager to maximise the resources available within 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 UK Team, you will be expected to play a part in service planning.

Finance and Resource Management

With support from the service manager to monitor and control expenditure for 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

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 do 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 – Relief 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		
Commitment to, and demonstration of the PSS values and their application to the delivery of quality services	E	A I R
To use initiative and ability to work unsupervised	E	A I R
Committed to partnership working	E	A I R
Self-motivated	E	A I
Ability to adopt a flexible person-centred approach in a variety of situations	E	A I
Understanding/awareness of Equity, Diversity, and Inclusion	E	A I
Knowledge		
Knowledge of Risk Assessment and Management	E	A I
Knowledge of Social Services Health & Voluntary Sector Service provision	D	A I
Knowledge of Assessment Procedures	D	A I
Knowledge of Shared Lives and corresponding legislation	D	A I
Knowledge of Safeguarding procedures	E	A I
Knowledge of Health and Safety in the service context	D	A I
Skills		
Excellent communication skills written and verbal	E	A I
Excellent Organisational skills i.e. Time Management / Prioritising	E	A I
IT Skills including Teams, Word, Outlook	E	A I E
Assessment skills	E	A I
Ability to build effective relationships with internal and external stakeholders	E	A I
Experience		
Experience of working with people with assessed needs and their families	D	A I
Experience of completing risk assessments	E	A I E
Supporting carers	D	A I
Qualifications and training		
Level 3 Diploma in Health & Social Care or relevant professional qualification in Social Care or Health or be working towards this.	D	A C
Full Driving Licence and use of car*	E	A C

*Should you request to work in our Merseyside location only, the role can be performed without a driving licence although relief cover is generally limited within this service.