



**What you'll do**

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

**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 permanent contract.

**Salary**

£20,790. This salary is equivalent to PSS Fixed point 27

**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, worked over Monday to Friday

**Location**

Eleanor Rathbone House, 24 Derby Road, Liverpool, L5 9PR

**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 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**

### **Getting the basics right**

**The stuff you'll do to ensure our service runs smoothly and is the best it can be:**

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.

### **Being a people person**

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.

### **Helping us to grow**

To maintain effective relationships with other agencies and to deliver important information about the service to other agencies and stakeholders.

To play a full part in all service delivery and planning.

## **Keeping an eye on the pennies**

With support from the service manager and team manager to monitor and control expenditure for own area of responsibility and to ensure PSS financial procedures are followed.

To monitor finances for the people we support, using existing procedures.

### **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.

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
<b>Attitude:</b>	E	A I
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
<b>Knowledge</b>		
Ability to work toward and gain a working knowledge and understanding of health and safety issues, including risk assessment and management	E	A I
Ability to work toward and gain awareness of social services, health and 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
<b>Skills</b>		
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
<b>Experience</b>		
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
<b>Qualifications and training</b>		
Level 3 Diploma in Health and Social Care or relevant professional qualification in Social Care or Health, or be working towards this	E	A
Full Driving Licence and use of car	E	A