

## Shared Lives Development Worker – Shared Lives Wales



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

To support the team manager in the delivery of high-quality Shared Lives services and to support and maintain individual Shared Lives placements for people we support and carers. You'll provide regular monitoring of your allocated Shared Lives placements. You'll maintain spreadsheets and office files to a high standard including training records and home safety checks. You'll also make sure Shared Lives carers are supported, completing support plans and risk assessments with the people who use the service and reviewing them regularly. The role will also involve writing assessment reports and assessing new prospective carers.

### **SCOPE OF JOB AND FOCUS OF ROLE**

- Service delivery – 60%
- People management – 30%
- Sustainability and business development – 5%
- Finance and resources – 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**

37 per week, worked over Monday to Friday

#### **Location**

PSS Wales, Unit 5430, Abergele, North Wales Business Park, Conwy, 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 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 make sure our service runs smoothly and is the best it can be:**

Maintain spreadsheets and office files including training records and home safety checks to a high standard.

Maintain successful Shared Lives arrangements through supporting and monitoring Shared Lives carers and ensuring the support they provide is safe, caring and effective.

To plan, and review support plans and risk assessments to keep the people we support feel safe, supported and empowered.

To maintain up-to-date and accurate records and to write reports when we need them.

To arrange training sessions for Shared Lives carers and organise group meetings as appropriate.

To promote Shared Lives through presentations, events and when welcoming visitors to the service.

To take referrals from social care and health teams and make sure that the information received supports a safe and caring arrangement.

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

As required to 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.

### **Being a people person**

To have an allocated case load of Shared Lives carers to regularly support and monitor.

To take a lead role on inclusion with the people we support within the service.

### **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**

To monitor and control expenditure for your own area of responsibility and to make sure PSS financial procedures are followed.

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

### **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.

**Person Specification**  
**Shared Lives Development Worker**

<b>Requirement</b>	<b>Essential</b>	<b>Assess from:</b>
	E= Essential D = Desirable	A = application I = interview R = references E = exercise/practical C = Copy of certificates
<b>Attitude</b>		
Commitment to, and demonstration of the PSS values and their application to the delivery of quality services	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
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>		
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
<b>Skills</b>		
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
Ability to build rapport with people from different walks of life and backgrounds	E	A,I
<b>Experience</b>		
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
<b>Qualifications and training</b>		
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