



## **MAIN**

To support the service manager & 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**

*2 x 37 hours per week, worked over Monday to Friday*

### **Location**

PSS Shared Lives (East), Diss Business Centre, Diss, Norfolk IP21 4HD

### **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**

### **Service Delivery**

Assist in the recruitment and support in the assessment of people who would make suitable Carers for the project and help match them with the people we support with guidance from the team and service manager.

To support the team to assess people who would benefit from Shared Lives placements following referral from Local Authorities.

To maintain placements through supporting and monitoring both people we support and Carers within the project on an ongoing basis.

To plan, implement and review individualised packages of care, including meaningful daytime activities and respite when required.

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

To develop opportunities for occupation, leisure and education for specified people supported by the service, according to individual requirement.

Arrange and plan training sessions for Carers / Staff and organise group meetings as appropriate.

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

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

### **People Management and Relationships**

To be involved in the support of a team of carers and volunteers.

To take a lead role on service user inclusion within the service and to facilitate people we support groups.

### **Sustainability and Business Development**

To maintain effective liaison with other agencies and to disseminate 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 & team manager to monitor and control expenditure for own area of responsibility and to ensure PSS financial procedures are followed.

To monitor people we support finances, using existing procedures when 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 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

| <b>Requirement</b>  | <b>Essential</b>              | <b>Assess from:</b>  |
|---|-------------------------------|--|
|   | E= Essential<br>D = Desirable | A = application<br>I = interview<br>R = references<br>E = exercise/practical<br>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 & Safety Issues, including Risk Assessment and Management | E                             | A I  |
| Ability to work toward and gain awareness of Social Services Health & 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 & 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  |