



Main

The Recruitment of Shared Lives carers across Staffordshire, working to set KPIs and targets. Presenting assessments to panel ensuring their quality and consistency. Working with the Service Managers, Recruitment Team Manager and the Development & Innovation Manager in the promotion and development of Shared Lives throughout Staffordshire and finding innovative ways of developing Shared Lives within existing and new areas.

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

£23,400. This salary is equivalent to PSS Fixed point 31.

Disclosure

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

Hours

37 hours per week

Location

Park Plaza, Hayes Way, Heath Hayes, Cannock, WS12 2DD & community based across Staffordshire

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.

KEY RESPONSIBILITIES

Service Delivery

Responsible for planning, prioritising and organising the recruitment of Shared Lives carers to achieve set KPIs and targets.

To contribute to service reports, presenting information in a positive way.

Responsibility for planning, prioritising, and organising the promotion of the service and looking for opportunities to attract new carers.

Guide and support potential Shared Lives carers through the approval process and complete detailed assessment reports for presentation to the independent Shared Lives panel.

Involve people who use the service in the carer recruitment process and development of the service.

To identify the training needs of Shared Lives carers and ensure that the training and development delivered is appropriate to their individual needs and in line with contractual obligations and best practice.

To 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.

If requested, to maintain arrangements by supporting and monitoring both people who use the service and Shared Lives carers on an ongoing basis.

If requested, to match people who would benefit from Shared Lives arrangements with Shared Lives carer/s following referrals from Local Authorities.

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

To support the manager to improve Shared Lives carer recruitment forms and promotional material.

Building and maintaining positive relationships with Shared Lives applicants, health and social care professionals and other external agencies involved 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

To recruit and support new Shared Lives carer applicants, ensuring that all have a clear understanding of their roles and responsibilities and the quality of standards that must be achieved.

Providing coaching and learning opportunities for new Shared Lives applicants to enable them to achieve their objectives and meet quality standards.

Sustainability and Business Development

Participating in internal and external networks, operational groups and forums as required.

Responsible for planning, prioritising and organising the recruitment of Shared Lives carers through various ways.

Responsibility for planning, prioritising, and organising work to achieve set KPIs and targets and providing reports.

To explore innovative ways to develop the Shared Lives Service.

Finance and Resource Management

Providing information that may be required by Service Managers, England Managers or Head of Services, within target deadlines.

Ensure that relevant information, databases and spreadsheets are kept current and correct.

SERVICE SPECIFIC RESPONSIBILITIES

To oversee the recruitment of Shared Lives carers.

To identify appropriate promotional opportunities working alongside the BID team

To develop the service within existing and new areas in liaison with the BID team

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.

OB 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

Requirement	Essential	Assess from:
	E= Essential D = Desirable	A = application I = interview R = references E = exercise/practical C = Copy of certificates
Attitude:	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
Knowledge		
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
Skills		
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
Experience		
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
Qualifications and training		
Level 3 Diploma in Health & Social Care or relevant professional qualification in Social Care or Health, or be willing to work towards this	E	A, C
Full Driving Licence and use of car	D	A