

Shared Lives Development Worker - Manchester



Main

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

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- 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 *Locum contract* until 1st April 2024

Salary

£24,550 *pro rata per annum*. 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

21 hours per week.

Location

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

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

What you'll do

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

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

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 R
To use initiative and ability to work towards working 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 anti-oppressive and anti-discriminatory practice	E	A I
Knowledge		
Knowledge of Risk Assessment and Management	D	A I
Knowledge of Social Services Health & Voluntary Sector Service provision	D	A I
Knowledge of Assessment Procedures	E	A I
Knowledge of Shared Lives and corresponding legislation	D	A I
Knowledge of Safeguarding procedures	D	A I
Knowledge of Health and Safety management 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	D	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.	E	A C
Full Driving Licence and use of car	E	A C