



## Relief Shared Lives Development Workers (Carer Recruitment)

### What you'll do

The post holder will be required to ensure that applicants for Shared Lives carer roles are assessed in line with PSS standards, procedures and values. The relief worker role will support services to achieve set KPIs and targets whilst ensuring that new Shared Lives carers are prepared to deliver a high-quality service in line with CQC standards, PSS, local & national policies and procedures.

As a Relief Shared Lives Development Worker (Carer Recruitment), you'll be responsible for:

- Guiding and supporting applicants for Shared Lives carer roles from the point of enquiry throughout the assessment process while fairly assessing suitability for a carer role.
- Planning, prioritising, organising and conducting or supporting with assessments of prospective Shared Lives carers and presenting them to panel, ensuring quality, consistency and working towards deadlines

You may occasionally also be asked to be involved in activities for promotion and development of Shared Lives within existing and new areas.

### 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 relief contract

#### Salary

£13.56 per hour. This is equivalent to PSS Fixed point 31.

#### Hours

The nature of your employment is flexible, and you will be contacted by the service as and when required to provide relief cover during usual operational hours of Monday to Friday, between 9.00am and 5.00pm. Occasionally flexibility of these hours may be agreed with the management team. As with any relief arrangement, PSS are not obligated to provide work for you, and you are not obligated to accept it.

#### Location

This role can usually be completed remotely from home and will not usually require travelling across regions. For any tasks you may need or wish to do from an office base or home visits/events you may attend in person there is an option to discuss location preferences with the management team. There are various UK locations spread across our Shared Lives portfolio and you will work together with the relevant local Shared Lives teams for tasks you are assigned to cover. Our regional Shared Lives teams are based within the following offices:

#### **Shared Lives Lincolnshire**

- 10b Market Place, Sleaford, Lincolnshire, NG34 7SR

### **PSS Shared Lives Manchester**

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

### **Shared Lives Merseyside**

- Eleanor Rathbone House, Connect Business Village, 24 Derby Road, Liverpool, L5 9PR

### **Shared Lives Norfolk & Suffolk**

- Unit 14 Diss Business Centre, Dark Lane, Scole, Diss, Norfolk, IP21 4HD

### **Shared Lives North Yorkshire**

- Room 15, Town Hall, St Nicholas Street, Scarborough, YO11 2HG

### **Shared Lives Staffordshire**

- South Point, Park Plaza, Hayes Way, Heath Hayes, Cannock, WS12 2DD

### **Shared Lives Wales**

- PSS Cymru, Uned 5410, Abergele, Parc Busnes Gogledd Cymru, Conwy, LL22 8LJ or

- PSS Wales, Unit 5410, Abergele, North Wales Business Park, Conwy, LL22 8LJ

### **Annual Leave**

Relief staff are entitled to be paid the equivalent of 5.6 weeks holiday pay per annum calculated according to the number of hours worked over a 13-week period.

### **Disclosure**

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

### **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**

Covering tasks of SLDW (Carer Recruitment) in areas across Shared Lives UK when & where there are vacancies or other staffing gaps.

As a Relief Shared Lived Development worker (Carer Recruitment), you will work usually remotely with the relevant regional Shared Lives teams as and when required sometimes at short notice to cover gaps in services.

You will not be expected to pick up a caseload usually but would work on areas of risk as identified by the Service Manager. This will usually be completing or supporting with Shared Lives carer

assessments or responding to enquiries of applicants for Shared Lives carer roles. Occasionally it may also involve tasks for service promotion and development..

You will work together with one of the Shared Lives regions at one given time where a staffing gap has occurred. Currently that could be: North Yorkshire, Manchester, East Anglia, Lincolnshire, Merseyside, Conwy, Denbighshire, Merseyside or Staffordshire as agreed. You will usually be able to complete your work remotely while working actively together with the relevant local Shared Lives team who would complete required in-person visits at the carers' homes. If home visits or occasional promotional events are accessible for you it can be agreed that you will travel there yourself. For this and any office-based work you can also discuss at application which area/s you would prefer to work in.

All expenses & mileage will be covered by the service as agreed with the service manager.

**In general, you may be asked:**

To plan, prioritise and organise the recruitment of Shared Lives carers to achieve set KPIs and targets.

To guide and support applicants for Shared Lives carer roles through the approval process while fairly assessing suitability for a carer role.

To complete detailed assessment reports for presentation to the independent Shared Lives panel.

To maintain up to date and accurate records.

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

Arrange and support access to training and sessions for Shared Lives carers to support them to meet the training requirements of the service they are providing.

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

To build and maintain 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.

When requested, to be involved in planning, prioritising, and organising the promotion of the service and looking for opportunities to attract new carers.

To work flexibly under the direction of the recruitment team manager and regional Shared Lives managers to maximise the resources available within the service.

**People Management and Relationships**

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 carer applicants to enable them to achieve their objectives and meet quality standards.

To work alongside people we support / 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.

### **Sustainability and Business Development**

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

To maintain effective partnerships with other agencies and to provide information about the service to other interested bodies and agencies.

As a member of the Shared Lives UK Team, you will be expected to play a part in service planning.

When requested involvement in planning, prioritising and organising the recruitment of Shared Lives carers through various ways.

### **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.

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

### **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.

**Person Specification – Relief Shared Lives Development Worker (Carer Recruitment)**

<b>Requirement</b>	<b>Essential</b>	<b>Assess from:</b>
	<b>E= Essential D = Desirable</b>	<b>A = application I = interview R = references E = exercise/practical C = Copy of certificates</b>
<b>Attitude</b>		
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
Understanding/awareness of Equity, Diversity, and Inclusion	E	A I
<b>Knowledge</b>		
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
<b>Skills</b>		
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
Observation skills – able to pay keen attention to detail and accurately assess carers' suitability	E	A I
Critical analysis – analyse evidence and make informed decisions	E	A I
<b>Experience</b>		
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 conducting assessments and writing reports	E	A I E
Experience of working in a self-directed way	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.	D	A C