

**Post:** Shared Lives Worker

**Grade:** 5

**Location:** Southport

**Service:** Shared Lives

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**Accountable to:** Registered Service Manager (via Assistant Service Manager)

**Direct Reports:** N/A

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## WORKPLACE VALUES

The post holder will be expected to operate in line with our workplace values, which have been co-produced by individuals who use our services.

### Our core values:

- **Big Hearted:** we say that we are proud of the quality of care, empathy and kindness we offer to the people we support and each other
  - **Count on Us:** we act in a way that you can rely on us to be able to meet the needs of the people we support and each other
  - **Together as One:** we say that we take pride in working as a team to deliver a very person-centred service
  - **People Focused:** we recognise the importance of transparency, trust, recognition and development within our workforce.
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## JOB PURPOSE

As a member of a small team, the post- holder will carry out the tasks necessary to operate the Shared Lives Scheme to ensure that the service complies with all relevant legislation standards.

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## MAIN DUTIES AND RESPONSIBILITIES

1. Assist with the preparation and delivery of planned activities for the People We Support (PWS), as directed by the appropriate supervisor.
2. Contribute to and participate in individual assessment, planning and review processes to ensure that services meet individual needs, choices and personal outcomes.
3. Participate in the satisfactory matching of approved Shared Lives Carers to vulnerable adults whose needs are appropriate to the service being offered.

4. Liaise effectively with Shared Lives Carers, service users, family members, advocates and relevant professionals to enable the satisfactory matching within Shared Lives Arrangements.
5. Contribute to and participate in risk assessment processes, ensuring that risks to the PWS' personal safety are identified and managed so that they do not become a barrier to developing independence.
6. Monitor an appropriate number of placements under the direction of the Shared Lives Officer, by making regular visits/contact and liaison with service users and family members.
7. Contribute to the process for carers and service users changes in need and ensure that service users have information about and are supported to change to, alternative support services if required.
8. Contribute toward a Shared Lives Carer review with each Shared Lives Carer at a frequency determined by the Schemes policies and procedures.
9. Participate in facilitating learning and development for Shared Lives Carers using Shared Lives learning tools to ensure that they have basic skills knowledge and abilities to support service users and their changing needs.
10. Participate, as appropriate with the Service Manager in developing and implementing all Shared Lives Service Policies, procedures and codes of practice.
11. Participate in quality assurance activity as determined by the Service Manager, e.g. analysis of reviews and collection of feedback information.
12. Work within Company Policies and Procedures and other relevant guidance, applicable to this role.
13. Report through the line management process any aspect of service user care, which warrants investigation or urgent action, and to take appropriate action in an emergency.
14. Maintain effective communication with all parties in the interests of the PWS.
15. Ensure that necessary records are completed, adhering to Company policies and procedures. Provide information as required, ensuring that confidentiality is maintained.
16. Undertake appropriate training as directed and participate in regular supervision sessions and team meetings.
17. To undertake any other duties appropriate to the work and grade of the post as may be directed from time to time to meet the exigencies of the service.

## **SPECIAL CONDITIONS**

Flexibility to work occasional weekends and evenings, as required.

## **TRAINING AND DEVELOPMENT**

A commitment to personal development and skills acquisition is essential to ensure the team can deliver a modern person-centered quality service.

All mandatory training must be completed.

## **OTHER**

There is an expectation placed on all employees to achieve the appropriate level of vocational qualification at the first possible opportunity.

## **GENERAL**

The post holder will be expected to work flexibly, and the exact nature of the duties described above is subject to periodic review and is liable to change. In particular the post holder will be self-motivated and will effectively prioritise activity to achieve the maximum benefit.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All employees are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The organisation has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the organisation.

Due to the nature of the post, the individual will be required to undertake any checks as required under Safeguarding and/or relevant employment legislation.

Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of conduct, codes of practice and legislation in relation to the General Data Protection Regulations.

Undertake and participate in training, coaching and development activities as appropriate. An

An Enhanced DBS Check is required for this post.

**Date:** April 2021

<p align="center"><b>Jobholder Requirements</b></p> <p align="center"><b>Shared Lives Worker</b></p>	<p align="center"><b>Essential (E) or Desirable (D)</b></p>
<p><b>Qualifications &amp; Training</b></p> <p>Diploma in Health &amp; Social Care Level 2 or equivalent</p> <p>Diploma in Health &amp; Social Care Level 3 or equivalent</p>	<p align="center"><b>E</b></p> <p align="center"><b>D</b></p>
<p><b>Experience</b></p> <p>Experience of working with vulnerable people</p>	<p align="center"><b>E</b></p>
<p><b>Skills/Knowledge/Aptitudes</b></p> <p>Awareness of the needs of vulnerable people and their carers</p> <p>Ability to meet individual support needs (physical, personal, emotional)</p> <p>Awareness of relevant legislation and compliance criteria</p> <p>Understanding of individual assessment, care planning and review processes in a care/ support setting</p> <p>Understanding of Risk Assessment and Risk Management processes</p> <p>Ability to implement Company Policies and work to regulatory standards</p> <p>Ability to make and sustain appropriate, professional relationships</p> <p>Ability to write reports and maintain appropriate records</p> <p>Ability to be flexible and responsive to changes in circumstances</p> <p>Ability to communicate effectively in a range of settings</p> <p>Ability to demonstrate behaviours that are aligned to the Company's core values</p> <p>Ability to use Microsoft Office applications</p>	<p align="center"><b>E</b></p> <p align="center"><b>E</b></p> <p align="center"><b>D</b></p> <p align="center"><b>E</b></p> <p align="center"><b>E</b></p> <p align="center"><b>D</b></p> <p align="center"><b>E</b></p> <p align="center"><b>E</b></p> <p align="center"><b>E</b></p> <p align="center"><b>E</b></p> <p align="center"><b>E</b></p> <p align="center"><b>E</b></p> <p align="center"><b>E</b></p> <p align="center"><b>E</b></p> <p align="center"><b>E</b></p>
<p><b>Special Requirements</b></p> <p>A current, clean driving license or other means of reliable transport</p> <p>Enhanced DBS Check</p> <p>Flexibility to work occasional weekends and evenings, as required</p>	<p align="center"><b>D</b></p> <p align="center"><b>E</b></p> <p align="center"><b>E</b></p>