

Job Description and Person Specification

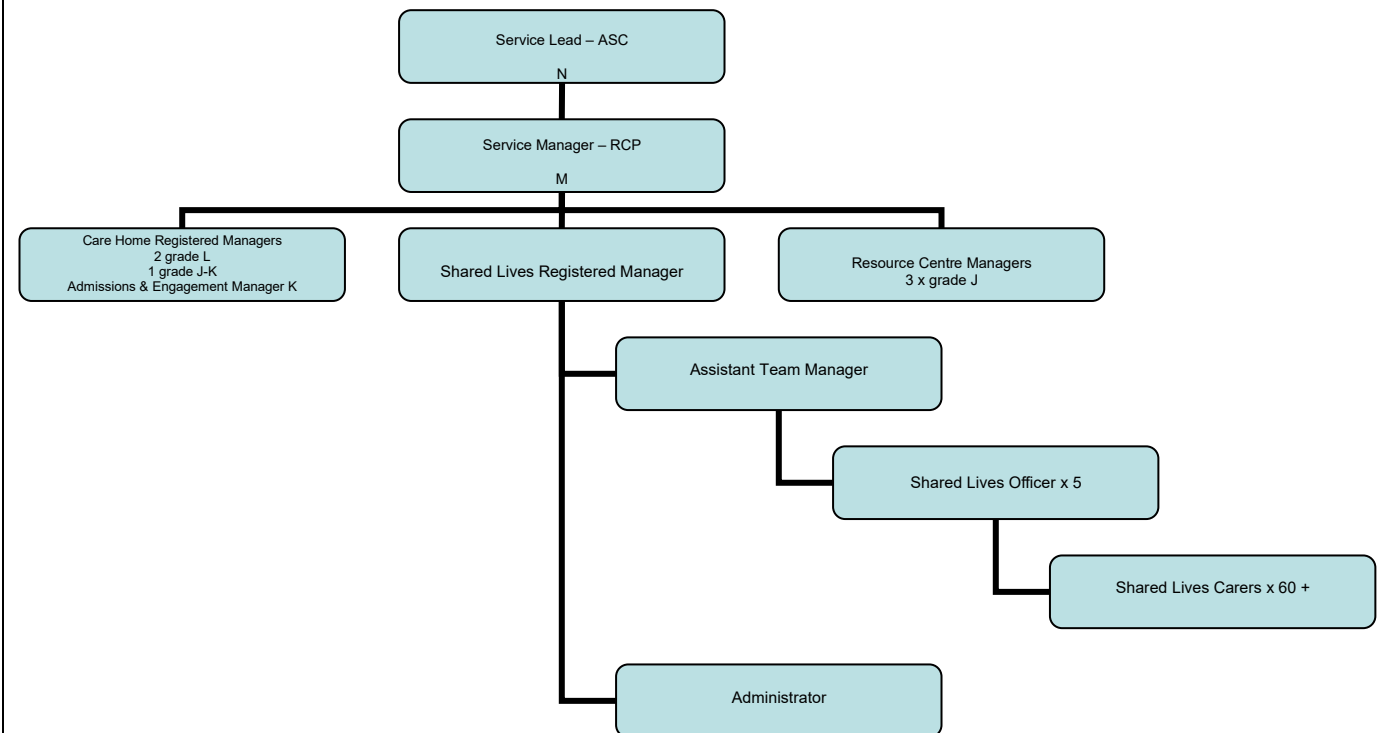
Job title:	Shared Lives Officer
Directorate:	Communities
Service:	Adult Social Care
Team:	Shared Lives
Post number:	TBC
Salary grade:	H
Work location:	Phoenix Resource Centre, Newtown Road, Newbury RG14 7EB
Reports to:	Shared Lives Assistant Manager/Shared Lives Manager.
Supervises:	Shared Lives Carers (currently over 60 Shared Lives carers)

Job Purpose

The Shared Lives Scheme is a care and support service for people aged 16+ who want to live independently in their community, with support from a family. An alternative to supported living and residential.

- To take responsibility for the management of all the care and health and safety for vulnerable individuals living within the carers home working under minimal supervision, including assessing their property and environment for safety.
- To advocate in the best interest of the client.
- To ensure that service users that live or require respite within the Shared Lives homes are managed appropriately in line with the current legal guidance. Shared Lives schemes are regulated in respect of the regulated activity of 'personal care' as defined in the Health and Social Care Act 2008 (Regulated Activities) Regulations 2012.
- To support Shared Lives Manager to co-ordinate the smooth running of the Shared Lives Scheme, ensuring each Shared Lives placement meets the minimum required CQC regulations.
- Ensure that the services offered provide value for money, including savings to the council by arranging regular respite and managing long term placements. Cost saving support at home and not moving to residential or supported living.
- To supervise Shared Lives carers within the service and to be responsible for ensuring they have completed their induction, appraisal, and training.
- To deputise for the Shared Lives Scheme as and when required.
- Implementing in-depth care plans, risk assessments assessing the needs of people with physical disabilities, learning disabilities, frailty and dementia or other associated conditions.
- To carry out/develop, monitoring of service user's health/income/health and safety within the shared lives homes/placement. Monitoring Fire safety forms and Finance monitoring where Shared Lives carers are appointees. Ensuring referrals are made to external professionals when necessary.

Structure Chart



Main Duties and Responsibilities

- Ensuring that all work is completed on time and to specification in accordance with the Mental Capacity Act 2005, Care Act and within the CQC legal regulations and framework.
- To ensure that customers are regularly consulted with and that the support provided meets their needs within their Shared Lives placements.
- To organise, develop, prepare, and implement placement arrangements/care plans and risk assessments to meet the individual needs of the Shared Lives service users, both within and outside the Shared Lives carers home.
- To carry out legal license/arrangement agreement with service users, and to include the completion of inventories of belongings when a service user is moving into a long-term arrangement placement within the Shared Lives carers home.
- Discuss and implement individual care plans to meet customers' needs and enable these needs to be met in the community.
- To support, guide and direct Shared Lives carers providing both formal and informal supervisions.
- To deal with problems and emergencies in the absence of the Shared Lives Managers, and to seek guidance from/inform the Senior Management Team.
- To undertake the named/link worker role with a group of customers agreed and Shared Lives carers, including the administration and induction of new Shared Lives carers and service users new to placement.
- To implement care plans/risk assessing the provision of personal care for customers including personal hygiene/continence needs and assisting customers who require additional support. In line with personal care CQC Health and Social care Act 2008 (regulated activities).
- To monitor the progress of Shared Lives placements through regular visits. To clearly evidence the standard of care provided by Shared Lives carers.
- To maintain customer records and contribute to the assessment and review of customers and to complete review meetings as necessary.
- To liaise with carers, relatives, colleagues, and other agencies outside Shared Lives as necessary, in order to maximise the customers' present and future development.

Main Duties and Responsibilities

- To undertake delegated responsibility for specific areas of work within the Shared Lives Scheme as agreed with the Shared Lives Manager (e.g. Health and Safety checks, and training).
- To complete a home safety check of the carers home, checking safety, tidiness, cleanliness, of the home environment. Monitoring care of all equipment within the Shared Lives carers home with standards completed, checking the service and maintenance is appropriately maintained during carer review.
- To carry out such other tasks commensurate with the post which may from time to time be required for the efficient running of the Shared Lives Scheme and safety of the Shared Lives service user's placements, including the covering of other duties.
- To take responsibility for and attend to any emergency customer issues (e.g. unpredictable behaviors, illness, etc.) promptly and in accordance with relevant policies and procedures, seeking advice from colleagues when necessary and reporting all such incidents.
- To lead with the recruitment of potential families to provide short- and long-term care placements.
- To assess families and individuals interested in providing care to adults and to report on their suitability, presenting potential carers to the West Berkshire Panel.
- To maintain customer records and care plans, and compile and present reports on customers' progress as required.
- To complete an induction mentor/implement training evaluating their skills to all Shared Lives carers newly approved to the West Berkshire Council Shared Lives Scheme.
- To adhere to the West Berkshire Council dress code and to always represent the council in a professional and appropriate manner whilst at work.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures, and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.
- To introduce and match vulnerable customers to Shared Lives carers, to ensure that the safety of the needs of the customer is forefront to the match of the Shared Lives carers skills.
- To monitor placements including the undertaking of unannounced visits which may need to happen outside of normal working hours.
- To travel throughout West Berkshire and surrounding areas to facilitate placements.
- To keep all relevant carer and service user records up to date and to undertake regular auditing of information.
- To regularly review service users' circumstances and needs. To implement suitable changes, manage associated risks and inform appropriate persons of relevant changes.
- To support in the preparation for and participation in annual inspections, and to support in the development and implementation of action plans in response to Inspections.
- To develop carers' skills through regular assessment and supervision, involvement in training sessions and arrangement of group support networks. To undertake other administration relating to the operation of the scheme, e.g. development of Scheme documentation, processing payments and ensuring references are sought and received.

Scope (impact on/control of resources, people, money etc)

- Contributes to the wellbeing of vulnerable adults.
- Manage the needs of service users that live/access long term placements, respite and day

support placements, ensuring all CQC minimum regulated standards are met within the Shared Lives carers home.

- Line management of Shared Lives carers.

Additional ARC duties and responsibilities (ARC is an out of hours service to West Berkshire service users who have a learning disability, providing evening breaks to unpaid carers)

- To assist the day-to-day management of the ARC respite service, e.g. liaising with family carers, allocating staff to sessions, gathering relevant service user information.

Person Specification

Qualifications	Essential/ Desirable
Educated to A level standard or have the relevant experience.	E
Relevant QCF minimum level 3 OCF or above, other relevant qualifications, e.g. in Care OR Prepared to study and qualify for the necessary qualification within the first year of employment.	E
Experience	
Experience of providing care to vulnerable adults	E
Experience of managing a diverse and complex caseload within a care setting.	E
Experience of managing/supervising staff	D
Knowledge and understanding	
Knowledge of Health & Safety	E
Knowledge of the safeguarding adults processes	E
Knowledge of change management	E
Knowledge of the self-directed support process/personalisation/personal budgets	E
Knowledge of working within regulated care setting.	D
Skills and abilities	
Ability to use Outlook, and a web browser to access information	E
Ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E
Ability to ensure that policies and procedures are implemented in practice.	E
Ability to communicate effectively and in a positive manner with customers, carers, colleagues and other professionals.	E
Ability to relate to customers with a sense of understanding, patience, empathy and tolerance with a person centered approach.	E
Respect for confidentiality	E

Able to cope calmly in an emergency situation	E
Ability to read and write simple reports	E
Work-related personal qualities	
Ability to prioritise and delegate	E
Good interpersonal skills	E
Consultative and negotiation skills	E
Ability to problem solve and use initiative when working alone in the community.	E
Commitment to ensuring anti-discriminatory and anti-oppressive practice.	E
Respect for confidentiality.	E
Ability to manage your time and work load effectively.	E
Positive attitude towards risk enablement / management	D
Other work-related requirements	
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	E
Enhanced DBS check with relevant barred list/s	Yes
Is this post politically restricted?	No
Full driving licence with access to a vehicle for work purposes	E
Lone working in the community and / or with clients	E
Out of Hours responsibility	Yes