



Job profile

Shared Lives Support Worker

Grade E

Group: Children, Adults and Families

Service: Adult Provider Services

Location: Civic Centre

Line Manager: Shared Lives Manager

Car User Status: Essential

Job Purpose

To support the effective and efficient delivery of the Shared Lives Service to people aged sixteen years and over, who have a learning disability, autism, mental health condition, physical or sensory disability, dementia, or an older person needing care and support following a period in hospital.

The key roles of this post will include:

1. To support the delivery of the service in accordance with Care Quality Commission Regulations and guidance applicable to Adult Placement Schemes, and the Shared Lives Service's policies and procedures.
2. To assist in the day-to-day operation of the service and the maintaining of detailed and accurate information, to inform planning and decision-making processes.
3. To monitor Shared Lives Providers, comply with health and safety legislation and service requirements within their home and work practices.
4. To support the Shared Lives Providers to acquire and maintain the skills, knowledge and good practice needed to fulfil their role. Monitoring that individuals in their care, are supported to develop and maintain their independence and to be a valued member of their community, whilst respecting their right to privacy, choice and dignity.
5. To carry out administrative duties in accordance with the service requirements, ensuring records are maintained to a satisfactory standard. Monitoring that the support provided is appropriate, evaluated and reviewed. Providing advice and guidance when required.
6. To assist in the matching process of referrals with Shared Lives Providers.



7. To monitor the quality of the placements are compliant and enabling in nature, in accordance with care and support plans, and monitoring and evaluation takes place to evidence progress.
8. To monitor the relationship between the Shared Lives Provider and the person they support works well for both parties.
9. To liaise and communicate effectively with colleagues, Shared Lives Providers, individuals using the service, families (when appropriate), and other professionals and agencies in order to share knowledge, seek advice and co-ordinate service delivery.
10. To support the wellbeing of Shared Lives Providers through induction processes, supervision and achievement and development meetings.
11. To participate in learning opportunities relevant to the post. Cascading knowledge to work colleagues and Shared Lives Providers, with the aim of maintaining and improving service delivery.
12. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge:

- Current legislation relating to people with disabilities i.e. Care Act 2014, Equalities Act 2010.
- Safeguarding Adults and Mental Capacity Act.
- Key issues relating to supporting a person with a disability.
- Knowledge of Shared Lives Scheme.

Experience

- Supporting adults who have a disability.
- Working independently and as part of a team.
- Effective written, verbal and electronic communication.

Qualifications

- National Diploma Level 2 in Health and Social Care or equivalent.

Desirable:

Knowledge

- Health and safety legislation.
- IT systems.
- Positive risk taking.
- Care Quality Commission Key Lines of Enquiry.
- Training in Systematic Instruction.

Experience

- Shared Lives Scheme.
- Working in partnership with other agencies.

Qualifications:

- National Diploma Level 3 in Health and Social Care or equivalent.



Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences