**Person Specification**

**Role Profile**  Shared Lives Officer

**Service/Team** Adult Social Care – BCP Shared Lives Team

**Reports to** Julie Fellows

**Responsible for** -

**Number of posts** 1

**Post number** 9383

**Career Grade** BCP -G

**QUALIFICATIONS AND EXPERIENCE**

**Educational and Professional Qualifications**

Essential

* GCSE level C and above English and Maths, or equivalent.

Desirable

* NVQ / QCF level 2-3 in Health and Social Care
* LDAF / LDQ / Common Induction / Care Certificate
* Higher level qualification in health and social care

**Experience**

Essential

* Experience of working with adults with care needs in a health / social care setting.
* Experiencing of undertaking assessments in a manner that takes into account the persons culture, choice, dignity and is non-discriminatory or oppressive
* Working with a case load, adhering to fixed and changing timescales
* Experience of mentoring or supporting others.
* Experience in lone working
* Experience in working as part of a team
* Experience and ability of maintaining appropriate, accurate and legible recordings

**Desirable**

* Researching and developing areas of own work
* Experience of working within a developing service where enthusiasm and creativity are needed to overcome obstacles on a regular basis.
* Experience of working with carers and understanding of the issues faced by carers.
* Experience of working in a position which requires negotiation and advocacy on with and on behalf of others.

**KNOWLEDGE AND SKILLS**

Essential

* Knowledge and understanding of working with adult with care needs and the issues that they face
* An understanding of adult protection and safeguarding
* An understanding of the assessment process
* A knowledge of CQC and how regulated services are delivered in line with set standards and expectations.

Desirable

* Understanding of Shared Lives and the legislation, standards and regulations it operates within
* Understanding of joint working and the roles of different agencies and individuals in a vulnerable person’s circle of care
* Understanding of working with others in a supervisory role, which requires monitoring and reviewing against set standards.
* Understanding of risk and working in a way which promotes safe risk taking.
* Understanding of the Mental Capacity Act 2005 and how this impact on a support setting.
* Ability to develop, produce and present a report to panel

**SKILLS**

Essential

* Self-Motivation
* Ability to organise own work in setting which is open and reactive.
* Good communication skills
* Ability to follow administration procedures and maintain factual records
* Ability to present information to a variety of people.
* Positive and creative approach to challenges
* Skills in negotiation and advocacy
* Knowledge of and ability to use IT equipment and software (Microsoft Word, Excel, Outlook and internal databases)

**JOB REQUIREMENTS**

* Full DBS check
* Post holder must have driving licence and full use of a car in order to meet travel requirements of role.
* Ability to work in a flexible way due to occasional need to work outside of office hours.