# 

# Job Description

**Role Profile**

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

**Reports to** Julie Fellows

**Responsible for** Shared Lives Carers

**Number of posts** 1

**Post number** 9383

**Career Grade** BCP -G

**Job Overview**

* Shared Lives is a modern and flexible way for adults and young people aged 16 and over to receive support and care from within the local community. People are matched with our Shared Lives Carers.
* As a Shared Lives Officer you would be responsible for recruiting, assessing, monitoring and maintaining a case load of carers. Officers act as the first port of call for our carers and will need the confidence and skills to offer advice and support as required. Our carers must maintain a high level of training as well as ensuring safe home environments, an officer is pivotal in supporting this.
* You will also be required to support those who use the service, taking part in our weekly referral meeting, facilitating introductions and managing new placements within the scheme, as well as monitoring existing placements as part of your caseload.
* As a Shared Lives Officer, you will work alongside the Registered Manager in ensuring that the scheme is delivering a quality service within the standards and regulations identified by the Care Quality Commission (CQC). You will need to understand the current CQC framework and be able to apply its methodology to your role.
* As a constantly evolving service you would be part of a proactive team in continuing to grow the service. This includes researching and developing ways of offering Shared Lives across the wider community, promoting the service to other stakeholders as well as the general public, working with carers and individuals to jointly develop the scheme.

## Key Responsibilities

1. Maintain a case load of carers including.

* Providing on-going support and development for carers within their role.
* On-going monitoring and review of placements.
* Support Carers to ensure the service they provide remains safe, caring, responsive and effective in line with the CQC framework.
* Recruit and undertake assessments of new carers, including preparing and presenting required documentation for approval panel, completing statutory checks and supporting new carers through mentoring, training and assessment.

1. Responsibility to work with people who are referred for a placement within the scheme which will include.

* Meeting the referred person and their families/representatives.
* Identifying their needs and desired outcomes, partnership working with other professionals and liaison with appropriate and approved Shared Lives Carers to identify an appropriate placement.
* Ongoing support and reviewing of the placement.

1. Contribute to the effective functioning of the team including,

* Support and model service development and promotion.
* Attend team and other relevant meetings.
* Undertake mandatory and other development opportunities as required.
* Undertake specific projects in relation to service development as agreed with the Registered Manager.

1. Liaise effectively with colleagues in other statutory, voluntary and independent sector agencies as required. Understand financial and budget guidelines for the purchasers of the service. Be able to establish and present costing of care packages in a way which can be clearly understood by those purchasing the service.
2. Maintain essential records, utilising IT programmes available to you and maintain any required IT training. Produce and provide reports as required. Daily responsibility for mobile communication and IT equipment which will include a mobile phone and internet enabled device
3. Contribute and facilitate carer and client meetings, presenting information in ways which creatively meet a variety of needs.
4. There is a requirement to travel between locations and to undertake lone working / visiting people in their own homes. You will be expected to work in the office with the opportunity for some home working.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.