

<b>Directorate:</b>	<b>Adult Social Care and Health</b>
<b>Unit/Section:</b>	<b>Learning disabilities - Provision – West Kent</b>
<b>Grade:</b>	<b>KR9</b>
<b>Responsible to:</b>	<b>Team Manager</b>

**Purpose of the Job:**

Take responsibility for the recruitment, support and development of carers to support individuals to lead more independent lives in the community. Co-ordinate placements and utilise skills and knowledge to ensure quality placements are available that meet the Care Quality Commission (CQC) standards and Shared Lives service specifications.

**Main duties and responsibilities:**

- Oversee the recruitment, induction, support, training and development of Shared Lives Carers in a designated area so as to provide an effective range of placements capable of meeting the changing needs of Service Users.
- Undertake a thorough assessment of applicants to ensure that they meet Service User needs and that they are able to provide a safe environment for them in accordance with Shared Lives Health and Safety policies, KCC procedures and national legislation.
- In liaison with Care Management staff, assess the Service User to establish their needs and priorities in terms of Care (eg risk assessments), obtaining a basis upon which to match with a Shared Lives Carer who is able to provide a stable and supportive environment.
- Operate a consistent matching process across the service that promotes stability for Service Users, ensuring eligibility criteria are robust and that all appropriate checks are carried out in accordance with Shared Lives regulations.
- Maintain efficient and effective monitoring and control systems in accordance with Financial and Health & Safety Directorate regulations, including the recording of training needs for the Carer, health issues of client etc, so that the Service User's needs are met.
- Supervise Assistant Officers and Administrative staff on a regular basis, ensuring personal development plans are in place and actively worked upon.
- Assist in the development and implementation of quality control mechanisms in order to monitor standards and practice, ensure user feedback and that service delivery is effective and consistent within service specifications and CQC standards/regulations.
- Liaise with Care Managers in regularly reviewing Care Plans of all Service Users and ensure that carers/APS placements fulfil the requirements of the Care Plans to meet the standards determined by the Service Level Agreement/Service specifications/CQC.

- Assist in drafting and reviewing the annual Business Plan with all members of Shared Lives staff, informing the wider strategy in Families and Social Care

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**Kent County Council**  
**Person Specification: Shared Lives Officer**

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>Degree in Social Work or equivalent in a related discipline, e.g. Nursing (RGN Level 1), Occupational Therapy, Physiotherapy.</p> <p>Registration with the Health Care Professionals Council</p>
<b>EXPERIENCE</b>	<p>Provision of services to vulnerable adults, including those with physical and/ or learning disabilities and older people.</p> <p>Assessment of vulnerable adults.</p> <p>Supervision of staff.</p>
<b>SKILLS AND ABILITIES</b>	<p>Good interpersonal skills in order to communicate effectively with Service Users, Carers and Colleagues.</p> <p>Ability to prioritise and to work effectively on own initiative as well as part of a team</p> <p>Computer literate with good written skills for report and assessment writing</p> <p>Ability to meet deadlines</p> <p>Ability and commitment to support the Directorates' Equality and Diversity Policy Statement, which is an integral part of the Directorate's service delivery and relationship with the client to respect people as individuals regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion</p> <p>Ability to travel to meet the requirements of the service</p>
<b>KNOWLEDGE</b>	<p>A working knowledge of social work/care management theories, and the needs of vulnerable adults in a social care/adult placement setting.</p> <p>A working knowledge of the legislation underpinning the provision of services to people with disabilities.</p> <p>Good working knowledge of County procedures relating to the care of people with disabilities</p> <p>Working knowledge of social issues and how they impact on the role of the Care Manager</p> <p>Working knowledge of Adult Protection procedures.</p> <p>Good knowledge of assessment frameworks</p>

	<p>Working knowledge of the needs of older people</p> <p>Working knowledge of local providers</p> <p>Understanding of finance and regulations in relation to placements.</p> <p>Knowledge of benefits available to the client group</p> <p>Awareness of Data Protection and confidentiality issues</p> <p>Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety</p>
<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>