

Directorate: Adult Social Care and Health – In House Provision
Unit/Section: Shared Lives
Grade: KR 10
Responsible to: Registered Manager Shared Lives

Purpose of the Job:

Within Shared Lives assist staff and Carers to deliver person-centred high quality services to those they support, including, when required, liaison of individuals support networks, service providers and Social work colleagues to ensure support is appropriately coordinated, timely and communication is robust between Shared Lives and other parties. Work closely with service providers and Social Work teams to assist in coordination of care for complex individuals on Shared Lives Workers case-loads.

Assist Registered Manager in day to day management of the Service

Main duties and responsibilities:

1. Liaise with service providers and local health and social care network. Ensure individuals annual review of their care and support plans are carried out by Social work colleagues; work with the Shared Lives Officers to ensure the individuals on Shared Lives Workers case-loads are working towards their goals and outcomes to optimize their independence and wellbeing.
2. Work in partnership with Shared Lives staff and carers to ensure reviews, including annual reviews, of individuals care and support plans are appropriate and continue to meet their assessed eligible needs. Liaising with assigned Social Worker if changes are required.
3. Support Shared Lives Workers to manage crisis intervention to meet immediate requirements and reduce risk. Take the lead on safeguarding enquires as they arise notifying the Registered Manager of such.
4. Participate in the development of close, joint and integrated working with social work teams, partner organisations and other parties to assist Shared Lives Workers identify a broad range of options for individuals to carers. Participate, and lead when required, in multi-disciplinary meetings with partners to support complex needs.
5. Develop and maintain an extensive knowledge of available resources to support Shared Lives workers and carers signpost to and support individuals to access the voluntary sector, information, advice and advocacy.
6. Co-ordinate and advise support workers on specialist interventions with other professionals to ensure that care and support is delivered in a person-centred

and timely manner. Identify and refer appropriate circumstances to the relevant support worker to ensure that individuals are fully supported as required.

7. Work closely with the Registered Manager with client support services, safeguarding coordinator, and the Strategic Commissioning division to review and improve service delivery and ensure quality and outcome improvements are made where required. Contribute to a range of service related projects as directed by the Registered Manager.
8. Work closely with the Registered Manager to contribute to the development of new initiatives through attendance at working groups , multi agency forums, training courses etc. to develop current and new ways of working that meet service requirements Offer positive peer challenge and professional support to develop practice and upskill the Shared Lives workforce.
9. Support the Registered Manager in the supervision of an agreed number of staff in accordance with supervision protocols, to maintain good practice standards and enable continued development of professional skills that meet service requirements.
10. Create and maintain accurate, up to date and reliable data, information and records in line with information governance framework requirements, standards and best practice to ensure compliance with legislation.
11. Provide cover for the Registered Manager during absences and attend meetings etc. as delegated by the Registered Manager.
12. Any other duties at the discretion of the Registered Manager commensurate with the grade of this position

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

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.

| | CRITERIA |
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| QUALIFICATIONS | <ul style="list-style-type: none"> • Relevant degree, diploma in Social work • Up to date registration with professional body • Competent to work at the Experienced Practitioner level of the Social Care Capabilities Framework for Registered Workers |
| EXPERIENCE | <ul style="list-style-type: none"> • Significant post qualification experience, in Social Care, Health related agencies or related private or voluntary organisation, of a magnitude that enables the post holder to have achieved the relevant level of the competency • Experience in a specialist area e.g. long-term conditions, autism, transition, etc • Experience of multi-agency/partnership working • Experience of undertaking Assessments and developing care and support plans |
| SKILLS AND ABILITIES | <ul style="list-style-type: none"> • Ability to communicate effectively with clients, carers, colleagues and partner agencies through written and verbal communications • IT skills and effective use of Microsoft Office programs • Ability to build and develop effective working relationships across a wide range of internal and external partners • Ability to prioritise, forward plan and work effectively on own initiative as well as part of a team • Supervision, mediation and negotiation skills • Ability to contribute to and lead a range of service related projects • Ability and commitment to support the Directorate's Equality and Diversity Policy Statement which is an integral part of the Directorate's service delivery • Understanding and application of KCC's performance monitoring requirements • Demonstrate understanding and application of proactively influencing and peer challenging service providers and health and social care partners • Demonstrate ability to explore alternative services to meet eligible needs and a positive approach towards meeting outcomes and promoting independence • Ability to reflect on and critically analyse own and other's performance in an effective way • Ability to travel across a wide geographical area in a timely and |

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| | flexible manner to ensure the needs of the service are met. |
| KNOWLEDGE | <ul style="list-style-type: none"> • An evidenced-based understanding and application of key policies, legislation and statutory guidance, and eligibility criteria relating to provision of support to the client group, including the Care Act, and service provider regulatory and contractual frameworks • Comprehensive knowledge and application of Safeguarding, Mental Capacity Act/DoLS and understanding of Court of Protection policies and processes • Knowledge of KCC's supervision policy • Compliance with information governance, record retention, confidentiality issues and the General Data Protection Regulations • Working knowledge of financial procedures appropriate to the job • Professional supervision of a range of resources and financial management ability • An evidenced based understanding and application of the Continuing Healthcare framework • Working knowledge of alternative service and community assets |
| BEHAVIOURS AND KENT VALUES | <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge. • We are curious to innovate and improve. • We are compassionate, understanding, and respectful to all. • We are strong together by sharing knowledge. • We are all responsible for the difference we make. |