

Directorate: Adult Social Care and Health
Unit/Section: Kent Shared Lives
Grade: KR6
Responsible to: Shared Lives Officer

Purpose of the Job:

To monitor and support a case load of carers ensuring compliance with quality standards in-line with CQC Regulatory Framework, the Care Act 2014 and Shared Lives Policies and Procedures.

Main duties and responsibilities:

Ensure Shared Lives Carers maintain up to date and accurate records of service user placement, including significant incidents, to assist the ongoing development and appraisal of the Individual's needs.

Co-ordinate the completion of a Placement Agreement between the individual and carer agreeing placements costs and license agreement with the funding team prior to placement.

Effectively support a caseload of Carers and offer guidance and advice as appropriate ensuring that carers have up to date, and sufficient training and training is maintained in line with Shared Lives policy. Ensure carers have all resources to undertake their roles effectively and meet all of the needs of the individual in placement.

Carry out regular monitoring and support visits, and annual medical and financial audits.

Hold Shared Lives Carers and individuals' annual reviews to assess support levels, outcomes, training needs, and the setting of goals for the individual for the year.

Facilitate and implement required training for carers including the opportunity to complete The Care Certificate within 6 months of application.

Facilitate training specific to Shared Lives to ensure carers have the knowledge and skills to undertake their role and comply with Regulatory frameworks.

Maintain effective communication with colleagues and partner agencies, with regard to health, education, leisure, and community needs, ensuring the needs of the individual and carers are met.

Maintain accurate and up to date records, providing reports as and when required. Ensure Shared Lives carers maintain up to date and accurate records of individual placement, including significant incidents and changes to the placement.

In partnership with the Referrals and Matching Officer assist with referrals from funding teams for short /emergency breaks.

Match these referrals to carers before introducing and starting the placement and judge whether the match is appropriate to be an ongoing service for the individual.

Performance manages carers in line with Shared Lives Monitoring procedure. identify poor practice or issues with the carer's service provision alerting Shared Lives Officer to concerns and where necessary make recommendations for deregistration where standards are not being met.

Assist in the facilitation of carer meetings to enable all carers to express their views, feelings, and concerns and to promote and share good practice.

Ensure that reasonable care is taken at all times for the health, safety, and welfare of individuals, yourself, and other persons, and to comply with the policies and procedures relating to health and safety within KCC.

Attend regular supervision and staff meetings, and undertake training as required to develop the post holder's own skills in supporting carers and individuals.

Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the Shared Lives Worker and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

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.

Kent County Council

Person Specification: *Shared Lives Worker*

The following outlines the criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	GCSE level education or equivalent & attendance on internal or external courses. Hold or working towards Diploma/NVQ 3 in Health & Social Care
EXPERIENCE	Experience of working with adults in a social care setting.
SKILLS AND ABILITIES	<p>Excellent interpersonal and communication skills in order to communicate with colleagues, carers, individuals and partner agencies.</p> <p>Ability to work effectively in a team.</p> <p>Familiar with IT systems, computer literate with good report writing skills and ability to communicate clearly in writing.</p> <p>Ability and commitment to support the Directorate's 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>To adhere to the Kent Code.</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day in accordance with the needs of the job.</p>
KNOWLEDGE	<p>Good working knowledge of the health and Social Care Act and Care Quality Commission regulations.</p> <p>Working knowledge of KCC Policies and Procedures.</p> <p>Understanding of family relationships/dynamics.</p> <p>Good understanding of the needs of vulnerable adults and the issues likely to impact on their lives.</p> <p>Understanding of the various Benefits available to the client group.</p>

	<p>Awareness of GDPR, Deprivation of Liberty, safeguarding, Mental Capacity and confidentiality issues.</p> <p>Staff are expected to have an awareness of and work within national legislation and corporate and Directorate policies and procedures relating to Health and Safety.</p>
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <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