

Role Profile

Job Title:	Shared Lives Officer	Grade:6	Spinal column point range:
Department:	CHOICE / Disability Services	Post no:	
Directorate:	Children and Adults' Services	Location:	Everyone Active/Acton Centre/Community

Role reports to:	Shared Lives Locality Co-ordinator / CHOICE Scheme Manager
Direct Reports:	Ealing Shared Lives Carers
Indirect Reports:	N/A
<p><i>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.</i></p>	

JOB DESCRIPTION

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check. **(Delete if not applicable)**

PURPOSE OF ROLE:

- Share responsibility for the setting up, development and monitoring of person-centred Ealing Shared Lives (ESL) placements for people with learning disabilities. Placements are long-term, respite or day support arrangements with paid carers in the local community.
- To participate both directly and indirectly in the physical, emotional and social support and care of people with a learning disability, including a key working role and promoting the dignity, choice and respect of customers.
- To undertake delegated responsibilities for defined tasks as required.
- To undertake duties with due regard to the Council's Equal Opportunities Policy. In doing so the post holder will work in conjunction with other professionals on a multi-agency basis to ensure that a high-quality effective service is provided to people with learning disabilities.

KEY ACCOUNTABILITIES:

Delivery of service

- To facilitate the appropriate matching of customers with carers on a long-term or respite basis.
- To recruit and assess potential carers for the service, following agreed procedures and to participate in the ongoing review of the recruitment process.
- To supervise and provide support to carers and to monitor the support they give to customers on a regular basis, this includes support visits, annual reviews and ensuring all paperwork is up to date.
- To facilitate placement/customers reviews at least annually according to agreed procedures and ensure that all necessary documentation (support plan, risk assessments, placement agreement etc) are updated whenever necessary.
- To arrange and participate in ongoing training and development of carers and to hold yearly reviews with carers to evaluate their work against the placement and carer agreements with the scheme following agreed procedures.
- To participate and help prepare for inspections from the Care Quality Commission (CQC) and to work with the Shared Lives Co-ordinator to comply and maintain a good or above rating.
- To help promote and raise awareness of the Scheme to recruit more carers, using all lines of marketing and PR available. This includes organising and attending events, job fairs etc and liaising with internal and external contacts and seeking new networks and contacts.
- To liaise with other professionals, agencies, advocates, and families as may be required in the interest of carers, customers, or the service itself.
- To work according to the Council's policies and procedures, the Health & Safety at Work Act, The Care Act 2014, The Mental Capacity Act 2005 and the guidelines and direction of the CQC.
- To work cooperatively as part of a team.

General

- To manage own workload and ensure availability for supervision and appraisal. Be responsible for developing own skills and knowledge and attending relevant training courses.
- Undertake flexible working if required to meet the needs of the service. This may include evenings and weekends.
- Undertake other duties at a higher or lower level of responsibility or skills as may be required by the designated manager.
- Comply with all relevant Health and Safety procedures and bring related difficulties and concerns to the attention of the designated manager.
- Carry out all duties in accordance with and to the standards set by the council, departmental and service Quality Assurance Standards.
- Work collaboratively with other colleagues to ensure the core scheme function makes a valuable contribution to the Council and the community it serves.

KEY PERFORMANCE INDICATORS:

- Positive contribution to progressing and expanding Ealing Shared Lives,

<p>including the delivery of key indicators and inter-agency working.</p> <ul style="list-style-type: none"> • All people with a learning disability having person-centred Individual Support Plans, reviewed annually, and consistent with local and national goals as set out by the Partnership Board. • All carers have an annual review with an action plan. • Effective quality assurance and monitoring of carers and customers through consultation, feedback, complaints, and incident reporting. • Have up to date supervisions, appraisals, and development plans. • Contribution to team morale and effectiveness. • Compliance with corporate standards.
<p>KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):</p> <ul style="list-style-type: none"> • ESL Carers • Customers • Shared Lives Locality Co-ordinator • CHOICE Scheme Manager • Locality Co-ordinators and Community Support Workers • Community Team for People with Learning Disabilities (CTPLD) • Social Workers • Health Colleagues • Voluntary organisations • External providers and partner agencies
<p>AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):</p> <ul style="list-style-type: none"> • As directed by designated manager

Person Specification

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check. **(Delete if not applicable).**

(NB: if you have more than 12 points in your person specification, please highlight those you wish applicants to address in their application with a **. We recommend a maximum of 10 if possible)

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES

- 1) Ability to promote people's equalities, diversity, and rights with a strong interest in and commitment to learning disability issues, along with an understanding of the needs of people with learning disabilities.
- 2) Commitments to the delivery of person-centred support services, and an ability to deliver services within a person-centred framework.
- 3) The ability to support carers and customers to present their own needs and interests and to use the local community.
- 4) An understanding of CQC's inspection framework of Shared Lives Services and the key lines of enquiry.
- 5) An understanding of the purpose of the service and an ability to work in partnership with carers, customers, their families, professional colleagues, and relevant others in meeting the needs of the customers and the aims of the service.
- 6) The ability to work on own initiative and to be able to support both carers and customers to review their needs and the care they receive.
- 7) The ability to facilitate and carry out reviews for carers and customers and complete carer assessments. Other written documents to be reviewed as appropriate including support plans, reviews, risk assessments etc. Must be computer literate.
- 8) The ability to promote effective communication within the team and communicate effectively with a wide range of people both within and outside the council. To take part in formal and informal meetings.
- 9) A commitment and ability to develop professionally using training and supervision.
- 10) The ability to undertake all work within statutory requirements and in accordance with the Council's policies and procedures.
- 11) The ability to promote, monitor and maintain health, safety, and security in the workplace.
- 12) The ability to work flexibly if needed, including evenings and weekends.

**ESSENTIAL QUALIFICATION(S), EXPERIENCE AND REGISTRATION
(e.g., HCPC)**

- 1) Relevant professional qualification (i.e., social work or social care qualification; NVQ) and experience working with people with disabilities.
- OR**
- 2) Experience of working with people with learning disabilities in a relevant environment, in a paid or voluntary capacity.

Values & Behaviours

Improving Lives for Residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place. • Can see and appreciate things from a resident point of view. • Understands what people want and need. • Encourages change to tackle underlying causes or issues. 	<ul style="list-style-type: none"> • Does what they say they'll do on time. • Is open and honest. • Treats all people fairly. 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships. • Offers to share knowledge and ideas. • Challenges constructively and respectfully listens to feedback. • Overcomes barriers to develop our outcomes for residents. 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost. • Brings in ideas from outside to improve performance. • Takes calculated risks to improve outcomes. • Learns from mistakes and failures. 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making. • Makes things happen. • Acts on feedback to improve performance. • Works to high standards.