

<b>Department:</b>	<b>Shared Lives</b>
<b>Job Title:</b>	Shared Lives Carer
<b>Base/Location:</b>	Leicestershire
<b>Responsible To:</b>	Registered Shared Lives Manager/ Shared Lives Support Officer
<b>Service Area</b>	Leicestershire Shared Lives Scheme Leicestershire County Council (LCC)

### Job Purpose

The Shared Lives Scheme involves a Shared Lives Carer sharing their home and their family (and community) life with any adult aged 18 years and over who has care & support needs. These needs may include adults with Learning Disability; adults with Dementia; younger adults with complex and or behavioural needs, adults with mental health or physical needs.

Shared Lives is delivered only by Shared Lives Carers who are assessed and currently approved by a registered Shared Lives Scheme, this can take several months to achieve. Shared Lives are always arranged and monitored by the Shared Lives Scheme.

Shared Lives may include:

- Long term accommodation & support
- Short breaks & respite
- Day support and /or
- Interim time specific targeted support

No more than three people are normally accommodated or supported at any one time by a Shared Lives Carer.

The Shared Lives Scheme involves the following processes:

- Matching compiled by the SHL Officer: Shared Lives arrangements are formed using a matching process of the carer and the service user's needs. The process involves participants getting to know each other, before making any commitment to sharing their home and family life.
- Monitoring & safeguarding by the Shared Lives Scheme: The Registered Manager of the Scheme remains ultimately responsible for the quality and safety of care and support in every Shared Lives arrangement. The Scheme undertakes minimum quarterly monitoring visits with Carers and Service Users to ensure the placement is adequately meeting the needs of the Service User, and annual reviews of Shared Lives Carers.

There is no guarantee of the longevity of any placement as the service is based on needs of customers and referrals from LCC. All placements are reviewed annually, and carers are expected to support Service Users to maintain as much independence as possible, and to support Service Users to move on to independent living wherever possible.

<b>Principal Responsibilities</b>	
1.	To provide appropriate placement for service users, supporting their needs as per service user support plans, behavioural plan & risk assessments in their own home.
2.	To adhere to Policies & Procedures of the Shared Lives Scheme, and placement agreement details between the service user and shared lives carer and Shared Lives Scheme.
3.	To undertake all mandatory training requirements for approved carers and where necessary attend specialist training to meet specific needs of complex service users as per their care support needs.
4.	To comply with the relevant legislation under the Care Act 2014, Health & Social Care Act 2008 and the associated CQC Fundamental Standards and any other relevant legislation.
5.	To maintain effective communications with Shared Lives Team members, other agencies and family members where applicable, who are involved with the provision of support to the service user.
6.	To maintain accurate records of all aspects of support provided to the service user, including financial transactions, medical reports, and daily routines, as well as ensuring the service user support plan and risk assessment is up to date. Where there is any change in circumstances for the service user or Shared Lives Carer, the Carer must notify the Shared Lives Scheme as soon as is possible.
7.	To meet regularly with the Shared Lives Officer to undertake regular checks on the Carers compliance with the Scheme and legislation. Carer is also expected to attend where possible any Carers meetings with the Scheme to address general carer's issues and any relevant meetings with the Scheme or other professionals/family members regarding the service users' wellbeing and their placement.
8.	To demonstrate awareness / understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
9.	Shared Lives Carers are self-employed and are responsible for their own Tax & National Insurance, and for registering as such with HMRC, although they can access the Shared Lives Tax break when they are registered with a Shared Lives Scheme.
10.	Ensure that reasonable care is always taken for the health, safety and welfare of yourself and any service user placed in your home, and to comply with relevant legislation.

This job description reflects the major tasks to be carried out by the Shared Lives Carer and identifies a level of responsibility at which they will be required to deliver. 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 Carer.

<b>Department:</b>	<b>Shared Lives</b>
<b>Job Title:</b>	Shared Lives Carer
<b>Service/Section:</b>	Leicestershire Shared Lives Scheme Leicestershire County Council (LCC)

	Essential	Desirable
<p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>Specialist training and/or experience with any of the following: Autism; Asperger's; Dementia; mental health issues.</li> <li>This post will require satisfactory clearance of a Disclosure &amp; Barring Service check and additional references and health checks.</li> <li>Previous experience of working with vulnerable service user groups and knowledge of relevant legislation.</li> <li>Understanding and knowledge of essential fundamental care standards, and CQC framework.</li> <li>Ability to work within the organisational framework in line with Scheme specific policies and procedures.</li> <li>Firm commitment to undertake all required training to include First Aid, medication awareness, safeguarding, Health &amp; Safety, Manual Handling, etc, this will include where necessary as a new carer completing training to meet the requirements of the Care Certificate Standard</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p><b>Ability and Skills:</b></p> <ul style="list-style-type: none"> <li>Effective interpersonal skills.</li> <li>Empathic.</li> <li>Able to establish trust, liaise effectively with and build rapport with service users, service users' families, the Shared Lives Scheme and other professionals.</li> <li>Good literacy and numeracy skills.</li> <li>Able to maintain accurate and confidential written records and any other appropriate documentation pertaining to the welfare of the service user.</li> <li>Ability to use IT and communicate effectively through emailing systems.</li> <li>Good communication skills.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

	Essential	Desirable
<ul style="list-style-type: none"> <li>• Awareness and understanding of other people's behavioural, physical, social and welfare needs and a range of approaches to meet those needs.</li> <li>• Ability to contribute to and complete support plans, risk assessments for service users.</li> <li>• Ability to promote and support service users to develop independent living skills.</li> <li>• Ability to be committed to continuous self and professional development which involves completing mandatory and any other relevant training as required.</li> <li>• Ability to provide safe and well-maintained accommodation and an adequately sized, well-furnished and decorated bedroom(s) for service user with access to communal areas.</li> <li>• Able to relate well to a wide range of people of differing abilities.</li> <li>• Full driving licence and access to a vehicle.</li> <li>• Able to respond in an emergency.</li> <li>• Ability to provide a premise within the area of Leicestershire.</li> <li>• Ability to provide alternative and creative opportunities in line with Shared Lives Plus guidance.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<p><b>Equal Opportunities:</b></p> <ul style="list-style-type: none"> <li>• Ability to demonstrate awareness / understanding of equal opportunities and other people's behaviour, physical, social and welfare needs and implement this in day to day working practices when supporting service users.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	

<b>Payment</b>	<p>Payment for services provided by the Shared Lives Carer is paid from Leicestershire County Council directly to the Shared Lives Carer</p> <p><b><u>Current payment rates can be discussed at point of application and vary dependent upon the type of services provided and the level of support an individual requires.</u></b></p> <p>A Full explanation and break down of payments will be discussed.</p>
----------------	---

