

JOB DESCRIPTION

Shared Lives Coordinator

Reporting to: Shared Lives Team Leader
Working with: Other Shared Lives coordinators, administrators, funding & benefits team
Location: Scorrier, Cornwall

Outline of role

To recruit and assess new Shared Lives carers, and match them with people who want to live or stay in a Shared Lives arrangement. To support and monitor Shared Lives arrangements. To develop Shared Lives by actively promoting it through publicity and engaging with local care teams.

Main duties:

Working with Shared Lives carers

1. To support a caseload of Shared Lives carers through telephone contact and home visits, dealing appropriately with any problems that may arise during a Shared Lives arrangement
2. Manage complex problems relating to a Shared Lives carer and the person/people they support, including issues that would arise under the umbrella of Safeguarding Adults.
3. Support Shared Lives carers to meet the requirements of the scheme and the relevant CQC regulatory framework.
4. Support the organisation in the delivery of training events, local Shared Lives meetings and social events for carers and service users and consultation opportunities with Shared Lives carers and service users.
5. Undertake Shared Lives carer reviews and Shared Lives service user reviews annually, involving all relevant parties.
6. Participate fully in the referral and allocation process.
7. Liaise with relevant agencies, family members, the service user and potential provider to ensure effective information exchange and communication.
8. Support the introductory process and ensure successful matches.
9. Maintain records using Shared Lives South West electronic and paper systems
10. Liaise with the Funding and Benefits team regarding the financial aspects of the service including fees and benefit maximisation
11. Undertake full assessments of applicants wishing to become Shared Lives carers
12. Document the assessment process and present this to the approval panel.

JOB DESCRIPTION

Liaison with adult social care and other agencies

13. Promote Shared Lives services, values and ethos during all contact with other agencies (not least by your professional, efficient and friendly style).
14. Maintain good timely communication and relationships with key personnel
15. Respond to external requests to attend meetings.
16. Liaise with other professionals and agencies on matters relating to the well being of the service user in the Shared Lives setting and the well being of the care provider.
17. Work with other care professionals and agencies on the matching and introductory processes for a new match with a care provider.

Service development

18. Promote the services offered by Shared Lives South West through personal calls, posters, leaflet drops, presentations and networking.
19. Represent Shared Lives South West at appropriate public meetings and events
20. Make home visits to people interested in being Shared Lives carers and those interested in using the service.
21. Make contact with carers groups and service user groups to promote the service.

General duties

22. Maintain accurate, timely and concise records.
23. Prioritise team meetings and supervision as required, liaising with other team members, in a professional and supportive manner.
24. To maintain confidentiality, except where excepted in Safeguarding situations, and comply with the confidentiality policy.
25. Contribute to the active development of Shared Lives to meet the needs of the organisation.
26. Take an active approach to continuous professional development.
27. Any other duties as directed by the line manager that may be appropriate to this post.

The above outlines the duties required at this time but is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.