



PERSON SPECIFICATION

Job title: Shared Lives Coordinator

Overall purpose: To recruit, assess new carers and match them with service users and support and monitor our carers and the services we deliver.
To develop Shared Lives by actively promoting it through publicity and engaging with local purchasers.

| Qualities | Essential | Desirable |
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| Qualifications | <p>Demonstrable level of education with GCSE grade 'C' and above or equivalent qualifications</p> <p>Full driving licence</p> <p>Relevant qualification e.g. NVQ 3 in Health & Social Care or equivalent standard</p> | <p>English GCSE</p> <p>Maths GCSE</p> |
| Experience | <p>Demonstrable high quality experience of working within a social care setting, with adult service users.</p> <p>Experience of working with adult service users with a learning disability, and/or mental health needs and/or older people.</p> | <p>Experience of working in the voluntary sector or with a small scale social care provider.</p> <p>Experience of supporting carers in their own homes.</p> <p>Experience of Shared Lives services</p> |
| Knowledge | <p>An understanding of legislation relevant to services for vulnerable adults including the requirements of CQC for adult social care</p> <p>An understanding of the concept and values base of Shared Lives</p> <p>Knowledge of person centred approaches</p> <p>Knowledge of local authority social care processes</p> | <p>Good overview of welfare benefits likely to be relevant to vulnerable adults</p> <p>IT Literate</p> <p>Knowledge of Word and Outlook or similar software</p> |
| Interpersonal | Relationship building with carers and | Ability to communicate on |

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| skills and abilities | <p>service users</p> <p>Conflict resolution skills</p> <p>Team working skills</p> <p>Able to work with people from a variety of different agencies and backgrounds</p> <p>An ability to quickly establish good working relationships with a variety of agencies and individuals</p> | different levels to suit the audience |
| Other requirements | <p>Able to travel according to the needs of the job. This will include travel to the Shared Lives offices in Devon and Cornwall.</p> <p>Commitment to non-judgmental and anti-discriminatory practice</p> | |