

### Aim of Role:

- To provide care and support to one or more adults, for either a short break or for a long term arrangement, within your own home. The person receiving these services will become a member of your household and share in all aspects of your family life.
- You will be expected to meet their care and support needs as identified in their care plan and as part of a multi-agency team and be able to demonstrate that you are helping them achieve their goals.
- To challenge prejudice, discrimination and oppression and enable people to fulfil any spiritual or cultural needs.
- To work in a person centred way.

### Main duties:

#### *Landlord/lady*

1. To provide a safe, warm and comfortable home
2. To keep the building in good repair
3. To ensure all mortgage, rent and utility payments are up to date
4. To sign up to an individual licence agreement
5. To provide a bedroom within the shared family home.

#### *Homemaker*

1. To provide healthy and nutritious meals that meet the needs of the person staying with you
2. To keep the house clean
3. To do the laundry/help the person do their laundry
4. Pay utility bills
5. Provide a TV licence
6. Provide furniture and household equipment
7. To provide transport (within reason)
8. To provide basic personal items e.g. shampoo, soap
9. To ensure your home and contents are insured and that you have public liability insurance for your role as a carer

#### *Care and Support*

1. To provide any personal care the person needs
2. To ensure all health care needs are met including helping with medication
3. To provide emotional support as needed
4. To enable effective communication
5. To help the person/people you support to keep in touch with family and friends
6. To help them maintain and develop daily living skills, promote independence and to enable them to achieve their potential

7. To help with managing money
8. To help them get involved with the local community
9. To help them find meaningful activities
10. Any other care and support needs as recorded in the individual Shared Lives agreement.

### Working with Shared Lives South West:

1. To monitor the well -being of the service user on an on-going basis and keep a record of their progress with particular emphasis on achievement of outcomes, changes in needs, and any risks.
2. To keep records of significant financial transactions involving the service user's money, and make these available to the SLC.
3. Raise any issues about the Shared Lives service with their Shared Lives Coordinator at an early stage.
4. Co-operate with monitoring visits, annual carer reviews and service user reviews.
5. Undertake any training deemed by Shared Lives South West to be necessary for the delivery of this service.
6. Be aware of SLSW policies and procedures and know how to access them.
7. To work in partnership with SLSW and other agencies, family carers where appropriate, maintaining a professional approach, as required for the benefit of the individual/s receiving care and support.
8. To maintain confidentiality for the person/people you support, only sharing information on a need to know basis and with the person's consent where this is possible.
9. Attend carer meetings and training events.

### Safeguarding:

1. To undertake training and be familiar with how to make an 'alert'
2. To be familiar with SLSW's Safeguarding Adult's policy
3. To be part of a multi-agency plan to protect the individual as appropriate
4. To understand when a SLSW risk assessment should be undertaken
5. To refresh your Safeguarding training every three years
6. To protect people from abuse and neglect

This is not a comprehensive or exclusive list but a guide to what is required when working with an adult who has care and support needs.