

JOB DESCRIPTION

SHARED LIVES TEAM LEADER

Reporting to: Funding & Benefits Team Leader

Working with: Funding & Benefits team
Finance team
Shared Lives Coordinators
Administrators

Based at: Zealley House, Kingsteignton

PURPOSE STATEMENT

To provide efficient and effective funding and benefit support to Shared Lives Carers and the people supported.

DUTIES INCLUDE:

Funding and Welfare Benefits

1. At the point of entry, ensure that the people supported have sufficient finances and/or benefits to fund their contribution to costs of the service.
2. Where the people supported do not manage their own finances, ensure that the correct appointee or deputy is in place.
3. Ensure that the people supported receive their maximum benefit entitlements by applying for all relevant benefits, challenging incorrect award decisions where required.
4. Conduct financial assessment for the people supported, ensuring that the relevant charging policy has been applied, challenging incorrect decisions where required.
5. To advise the Funding & Benefit Team Leader promptly of any complex benefit issues.
6. Assist Shared Lives Carers and the people supported in handling correspondence from a wide range of external agencies relating to relevant benefits, and other issues relevant to their service.
7. To maintain an advanced, practical and theoretical understanding of all relevant welfare benefits and associated legislation, undertaking relevant training as required.

Payment Run, Money Management and Recordkeeping

8. Ensure that accurate records are kept for all benefits claimed and received through various databases, monitoring and checking any changes.

9. To calculate the appropriate payment for each Shared Lives Carer providing a long-term service for each period, ensuring that all payment amounts are fully reconciled, liaising with the Finance Officer as required.
10. To advise the Funding & Benefit Team Leader promptly of any potential bad debts.
11. Check and authorise any invoices or deductions from personal allowances for the people supported.
12. To prevent financial abuse of the people supported, audit bank accounts, savings and spending activity, and support Shared Lives Coordinators in completing finance checks.
13. Support the Finance Officer with money management queries.
14. To send appropriate letters and paperwork to all parties involved, as and when required.

Contact and Communication

15. To be the main point of contact for all enquiries on benefits and funding issues for Shared Lives Carers, staff and those using our long-term services.
16. To regularly advise and support Shared Lives carers, external appointees and those using our services on funding and benefit issues. Working closely with the Shared Lives Coordinators, communicating effectively with regard to individual circumstances both verbally and in writing.
17. To make occasional visits to those using our services, Shared Lives Carers and external appointees about funding and benefits issues as needed.
18. To take part in delivering all aspects of Funding and Benefits training for Shared Lives Carers and staff.

Other duties

19. To support the Funding and Benefits team with project work, the implementation of strategic initiatives and in updating policies and procedures.
20. To keep up to date with relevant policy relevant to Shared Lives and your role.
21. To maintain confidentiality at all times, in line with the confidentiality policy.
22. Any other duties as directed by the line manager that may be appropriate to the post.