

Shared Lives Assistant

Applicant Information Pack





A warm welcome from SLSW

Hello,

Firstly, thank you for your interest in joining Shared Lives South West as a Shared Lives Assistant.

Our focus is to provide people with high quality, person- centred support and that happens each and every day thanks to our incredible SLSW Carers and our committed staff team.

Since our humble beginnings in 2004, we have achieved many great things and have grown and evolved our services over the years. In 2019 we were rated 'Outstanding' by the Care Quality Commission and we are passionate about flying the flag for the care sector. Our staff team, SLSW Carers, people who use our services and volunteers all play vital roles in making SLSW what it is today.

We recognise the benefits of a diverse team and welcome people of all age, disability, gender identity, marital status, race, faith or belief, sexual orientation and socioeconomic background

So if you are looking to join a team who really put people at the centre of all they do please read on or contact us today.

We look forward to hearing from you,

Laura Maker
People and Culture Leader



About Shared Lives South West

Shared Lives South West recruits, trains and supports individuals and families (Shared Lives Carers) who can offer accommodation and care for adults with care and support needs in their home, enabling the person to share in family life and maintain their independence. This is known as Shared Lives.

Our service supports adults over 18 years of age and occasionally young people in transition into adult services from the age of 16 upwards. We currently support around 320 people on a long-term basis in around 280 shared lives homes and have up to a further 120 people using our short break services. We provide support to people with learning disabilities, people who have a diagnosis of dementia, a physical or sensory disability, mental ill health and parents who have a learning disability with their child. We currently have five contracts from Local Authorities across Cornwall, Devon and Somerset to support our work and a range of project funding totalling around £1.8 million per annum.

You can read more about the activities of Shared Lives South West on our website www.sharedlivesw.org.uk

Shared Lives South West is a registered charity and a not-for-profit company limited by guarantee. We were established in 2004.



Our vision, purpose and our values

Our Vision To be the leading Shared Lives provider in the country.

Our Purpose To make a positive impact on the lives of the people we support.

Our Values Putting **CARE** into everything we do...



Community- Working together with a shared purpose and belonging to achieve common goals.



Autonomy- Empowering people to take ownership and accountability for decision-making.



Resilience- Building the strength and character to embrace change and challenge.



Equity- Giving people what they need to have equal access to opportunities in life.



The SLSW Team

Currently we have a staff team of almost 50 people working across SLSW led by CEO Dominic Spayne.

SLSW is made up of the Leadership Team, Shared Lives Coordinators, Funding and Benefits, People and Culture Team, Finance Team and Admin.

Quotes from staff about why they enjoy their role

“

Knowing that I am making a difference.

”

“

I enjoy putting time into how we support people to be their best.

”

“

I love the day to day problem solving and support skills that I can use in my role.

”

“

I help to make our processes as smooth and successful as possible, and keep people informed and included throughout.

”



Job description- Shared Lives Assistant

Reporting to:	Shared Lives Team Leader
Remuneration:	Starting salary £25,622 FTE
Hours:	30 hours per week to be discussed and agreed at interview stage. (Hours to be worked over 4 or 5 days)
Days worked:	To include a Friday
Contract:	Permanent
Based:	At our Devon or Somerset office, with travel to our Cornwall office and other travel in relation to business.

Purpose Statement

To assist the Shared Lives Team Leader in delivery of high quality, person-centred shared lives services aligned to our vision and values.



Duties include:

Supporting Carer Assessment and Referrals

- Support the Shared Lives Team Leader with the recruitment and assessment of new Carers to include providing administrative assistance from enquiry to panel.
- Actively seek referrals by working with local authority partners and utilising the arranging support process.
- Participate fully in the matching process including presenting referrals at monthly referral meetings.
- Work with other care professionals and agencies on the matching and introductory processes for a new match with a Shared Lives Carer. Liaise with them as required in relation to ongoing arrangements.

Working with Shared Lives Carers and people using the service

- Support Shared Lives Carers to meet the requirements of the scheme and the relevant CQC regulatory framework, completing agreed contacts.
- Match and monitor Shared lives arrangements, completing agreed contacts.
- Analyse and solve varied issues that may arise during a Shared Lives arrangement, identifying and bringing to the attention of the team and team leader any complex cases, work with the team to resolve.



- Work with teams to support requests for new matches, internal moves and respite.
- Work with the Funding and Benefits team to ensure all financial aspects of the placement run smoothly.
- Liaise with relevant agencies, the person requiring a service, their circle of support and Shared Lives Carers to ensure effective information exchange and communication.

Service Development

- Promote Shared Lives services, values and ethos during all contact with others.
- Contribute to the active development of Shared Lives to meet the needs of the organisation, to include development and implementation of paperwork, policies and procedures.
- Represent Shared Lives South West at appropriate public meetings and events.
- Maintain positive, timely communication and relationships with key personnel.



General Duties

- Maintain accurate, timely and concise records using Shared Lives South West systems.
- Prioritise team meetings and supervision as required, liaising with other team members, in a professional and supportive manner.
- Maintain confidentiality and comply with Shared Lives South West's confidentiality policy.
- Take an active approach to continuous professional development.
- Any other duties as directed by the Team Leader 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.



Person specification

Having the right person in the role is really important to us. If you are interested in applying, but are not sure whether you have all the criteria listed on the person specification, please do get in contact with us.

	Essential	Desirable
QUALIFICATIONS	<p>A good level of general education, including GCSE Grade C or above in Maths and English.</p> <p>Relevant qualification in health and social care- Level 2 although significant prior experience and comparable training/evidence of skills will be considered.</p>	
KNOWLEDGE & EXPERIENCE	<p>Experience (at least 2 years) in a similar health and social care role.</p> <p>Experience of working in partnership with statutory agencies and care managers.</p> <p>Experience of working within a regulatory framework or with national minimum standards.</p> <p>Knowledge of and commitment to person centred approaches to care and support.</p> <p>Knowledge of the concept of Shared Lives.</p>	<p>Previous experience within a Shared Lives scheme.</p> <p>Experience of working in the voluntary sector.</p> <p>Knowledge of the legislative framework within which Shared Lives South West operates.</p>

SKILLS & ABILITIES	<p>Good interpersonal and communication skills.</p> <p>Ability to establish good working relationships with a variety of agencies and individuals.</p> <p>Able to work to an agreed set of targets and deadlines.</p> <p>Able to multi-task and prioritise, as well as manage own workload with regular supervision.</p> <p>Good writing skills for reports and correspondence.</p> <p>Able to use Microsoft Office.</p>	
PERSONAL ATTRIBUTES	<p>Cares deeply about people and is passionate about helping others to achieve their potential.</p> <p>Displays enthusiasm and vision to develop the role and is committed to improving the organisation.</p> <p>Highly motivated; strives for excellence in everything they do</p> <p>Positive, energetic, solution-focused and comfortable challenging the status quo.</p> <p>Calm under pressure, flexible, resourceful and resilient.</p>	



If I join Shared Lives South West as part of the team what can I expect?

You will be joining an enthusiastic and committed team of staff who are passionate about Shared Lives as a care model.

Shared Lives South West offers a rewarding role that enriches the lives of the people we support, a positive and supportive team environment and clearly defined salary progression, 25 days annual leave (plus bank holidays), which increases after two years.

Staff also have training and development opportunities.

We have a transparent pay structure with grades, ranges and progression and are committed to listening, engagement and communication. We hold staff events, forums and create surveys to gain valuable feedback from our staff team.

This is a permanent post and would be offered subject to satisfactory references and DBS check.



Employee benefits

Some of the ways we show we care:

- Contributory pension scheme.
- A people and culture strategy focused on resilience, inclusion, well-being and leadership.
- Flexible approach to where we work, including hybrid working, where possible.
- A supportive approach to family commitments including paid dependency leave.
- A proactive approach to well-being including well-being hour, support with medical appointments and generous sick leave.
- Cycle to work scheme.
- 24-hour employee support line through mindful employer.
- Group death in service insurance.
- Personal accident and travel insurance cover.



How to apply

If you would like an informal chat about the role please contact Ed Bunce-Phillips, Team Leader, on **01626 360170**.

If you have any queries about the recruitment process, please email: **people@sharedlivessw.org.uk**.

We welcome people regardless of age, disability, gender identity, marital status, race, faith or belief, sexual orientation and socioeconomic background and welcome applications from people who hold these identities.

Please complete the application form (CV's alone are not accepted) and return it via post (details are on application form) or email it to the email address above. All candidates will be notified if selected for interview or not.

Closing Date

Tuesday, February 20 at 9am.

Interviews

Wednesday, February 28.

Please note the closing and interview dates are subject to change and could be extended.

Further information

For further information on SLSW, visit our [website](#).

To read the latest SLSW Annual Report, [click here](#).

For information about how we use and store your data under the General Data Protection Regulations (GDPR) 2018, please refer to our [privacy policy](#).