

JOB DESCRIPTION

Date; May 2014

POST: **SHARED LIVES Coordinator**

ACCOUNTABLE TO: **GRACE EYRE'S BOARD OF TRUSTEES**

REPORTING TO: **Shared Lives Project Manager /Deputy Manager**

RESPONSIBLE FOR: **CARERS AND SUPPORT CARERS**

JOB SUMMARY: To work as part of a team enabling positive outcomes for people with learning disabilities and mental health support needs living in a Shared Lives service. To monitor and support carers to ensure that service users with learning disabilities and mental health needs receive the highest quality person centred service. To work closely with the shared lives team, service users, families ,advocates, care managers and other key agencies to ensure the services meet people's needs.

MAIN DUTIES AND RESPONSIBILITIES

- 1 To provide direct support to service users living in a Shared Lives arrangement. To ensure services are person centred and that individual service user's needs and wishes are paramount in service delivery. To facilitate and take part in Person Centred Planning with service users and to monitor and review goals and care plans.
- 2 To support the carers to meet the needs of service users as laid down in the Carers Agreement, Service User Plan and service User Agreements, particularly ensuring adult safeguarding issues are reported in line with the Pan Sussex Policy and Procedure.
- 3 To visit the carer's home as required and to provide telephone support to carers and service users if they need to talk about anything to do with the service.
- 4 To monitor and ensure that carers receive the training updates that complies with CQC regulatory requirements.
- 5 To monitor and review the shared lives service for Health & Safety, Risk Assessments and liaise where appropriate with other key agencies.
- 6 Support any transition for service users who need to move into alternative accommodation or services.
- 7 To keep abreast of national standards and regulations of Shared Lives schemes and to ensure that they are adhered to.
- 8 To provide a quality service for service users in line with Grace Eyre's values, policies and practices. To support carer networks and encourage cross service links.

- 9 To monitor the quality and outcomes of the service. To support the Managers - Shared Lives with any service audits or inspections.
- 10 To use the administrative system of the service and to ensure general administration and record keeping systems are up to date and in line with Grace Eyre policies of data protection and record keeping. To use Grace Eyre's IT systems.
- 11 To support the annual reviews and meetings for carers and service users.
- 12 To work as part of a team, receiving supervision, taking part in team meetings and supporting your colleagues.
- 14 To ensure that carers and service users have copies (in accessible formats) of and understand policies and procedures relating to the work of Grace Eyre.
- 15 To keep up to date with developments in the field of learning disabilities and Mental Health both nationally and at a local level.
- 16 To support service user participation in the work of the Shared Lives scheme. To encourage customer feedback,
- 17 To support carers and service users to:
 - Communicate with benefit offices and others key agencies as relevant.
 - Manage/support individual finances.
 - Accessing health care and other support as required.
 - Support individuals to develop networks and links in the local community.
 - Maintaining links with family, friends and their community.
- 18 To ensure that the scheme respects and enables service users to participate and experience their cultural and religious backgrounds. To challenge prejudice, discrimination and oppression.
- 19 To work within the standards of the Grace Eyre's Code of Conduct and national standards for social care workers and to challenge and report any instances that could be construed as abusive or poor practice.
- 20 To effectively communicate with service users' families, and key agencies, i.e., health professionals, care managers and advocates.
- 20 To work flexible hours, including weekends and evenings, and to be responsive to the needs of the service as a whole.

The post holder is authorised to lone work subject to:

- Account of the suitability of all persons identified as, or potentially as, lone workers is considered at the interview stage of recruitment or on appointment to temporary contracts;
- Account of the fitness (expectant mothers, disabled persons (e.g., restricted mobility in an emergency situation)) and medical history (e.g., history of heart condition) of an

individual must be ascertained and monitored regularly throughout their term of employment;

- Suitable and relevant monitoring, including supervision, must be carried out regularly in particular to identify those individuals who may be experiencing stress due to the conditions of lone working.

This job description outlines the main duties and responsibilities of the post holder. The post will include other duties and responsibilities not specified here. It is also likely that changes will be required from time to time.