

Shared Lives carer Job Description



The role of the Shared Lives carer is to meet the needs of service users. This may include day care, respite, long term care and outreach for adults with a learning disability, physical disability, older people or other vulnerable adults.

Key areas of work

1. To monitor and support people who are using the service.
2. To work individually with service users and meet the needs identified in their support plan
3. To provide effective placements for Barnsley Shared Lives scheme.
4. To work positively with Shared lives Officers, families and other professional's.
5. To work in conjunction with all Shared Lives and Social Services policies and procedures.

Duties and Responsibilities

- Support service users to make informed choices and decisions.
- Provide a healthy and safe place to stay.
- Assist the person with their individual needs.
- Support service users to become more independent.
- Support people to make and/ or maintain friendships and relationships both in and out of the household.
- Support service users to learn new skills and do new things.
- Support service users to access their chosen day and evening activities.
- Support service users to manage their finances.
- Support service users to become part of your family unit and treat them in a friendly and respectful way.
- Always treat everyone as an adult.
- Maintain confidentiality at all times
- Manage workloads and prioritise their activities
- Work using own initiative at all times
- Communicate effectively with people this includes service users, carers and professionals.

Policies and Procedures

- To work to legislation by the Care Quality Commission, Shared Lives Plus and other Shared lives legislation where appropriate.
- To work within Health and Safety legislation and practice guidelines.
- To work within the South Yorkshire Safeguarding Adults Procedures.

Training and Supervision

- You will have at least five years experience and knowledge in a paid caring role or in excess of five years experience and knowledge in a family based or voluntary caring role.
- You will be expected to have a qualification within Health or Social care. In individual circumstances the potential carers must be prepared to complete the relevant qualification if it is deemed appropriate for their approval.
- You will be expected to complete mandatory training courses that are identified to enable you to carry out of your role.
- To participate in six weekly support and monitoring sessions on a one to one with Shared lives Officer.
- To attend quarterly carers meetings/ coffee mornings.
- To meet National minimum standards identified by CQC

Record Keeping

- To complete daily record, medication and finance sheets.
- Produce written reports if unable to attend review meetings.
- Record any incidents/ accidents and report to the Shared Lives team.
- Present any other information as required from Shared Lives officers.

Health and Safety

- To operate in compliance with policies and procedures stated in Shared Lives carers handbook.
- To adhere to and contribute to all risk assessments provided with all Shared lives.
- To participate in Health and Safety training as required to ensure Service Users are safe at all times.

