

| <b>Title</b><br><b>Placement Coordinator - Shared Lives</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Department</b><br><b>Adult Social Care, Health and Public Protection</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Post Ref.</b> |
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| <p><b>Job Purpose</b></p> <p>To work directly with Shared Lives carers to support them to provide good quality and safe support for users of the scheme.</p> <p>To work directly with prospective Shared Lives carers to undertake assessments and checks which will lead to them providing a range of support to users of the scheme.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                  |
| <p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. To participate in the recruitment, selection, assessment and training of prospective Shared Lives carers.</li> <li>2. To undertake detailed and comprehensive assessments with applicants leading to approval as a Shared Lives carer.</li> <li>3. To provide formal support, monitoring and review of approved carers in order to meet the assessed needs of the person/people being supported.</li> <li>4. To assist carers to set up and maintain safe and effective systems in line with the scheme's procedures.</li> <li>5. To ensure that the work carers do is in line with both the scheme and CQC policy and procedure requirements.</li> <li>6. To ensure that the needs of the person/people receiving support from the scheme are being met.</li> <li>7. To support Shared Lives carers to attend and be fully involved in service user reviews.</li> <li>8. To maintain a caseload of approved carers and applicants being assessed under the supervision of the scheme manager.</li> <li>9. To participate in team activities and team meetings.</li> <li>10. To develop good working relationships with other key staff to ensure effective matching of Shared Lives carers and service users.</li> <li>11. To lead on the matching and introductory process, ensuring that all required agreements, support plans, risk assessments and other scheme requirements are in place as required.</li> </ol> | <p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. Accountable for own performance</li> <li>2. Accountable for the quality of work undertaken</li> <li>3. Advise managers of any issues that could affect individual or team performance</li> <li>4. Assist managers and colleagues to meet specific targets within agreed resources</li> <li>5. Assists others with developing and maintaining effective partnerships</li> <li>6. Maintain an effective working relationship and contribute to working in an environment with is safe, considerate and supportive in line with relevant legislation and policy.</li> <li>7. Take reasonable care of your health, safety and welfare and that of others who may be affected in the performance of your duties.</li> </ol> |                  |

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| <p>12. To play a role in the development of the scheme, service development and good practice initiatives.</p> <p>13. To take up any training opportunities specific to the role.</p> <p>14. To adhere to the Council policy on confidentiality and ensure that this is adhered to by applicants to the scheme as well as approved Shared Lives carers.</p> <p>15. To ensure that anybody working with vulnerable adults is aware of their respective roles and responsibilities in relation to safeguarding adults.</p> |  |
| <p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                   |  |

**Person Specification****Education and Knowledge**

1. This post requires satisfactory enhanced Disclosure and Barring Service clearance
2. Relevant Health and Social Care qualification, NVQ 3 or equivalent
3. Educated to GCSE or equivalent
4. Knowledge of CQC outcomes and how these relate to Shared Lives.

**Experience**

9. Two years experience of care work gained through paid employment, extensive personal experience or voluntary work
10. Experience of working as part of a team
11. Experience of supervising and monitoring others
12. Experience of independently managing and prioritising demands and tasks to meet objectives
13. Experience of keeping detailed records and writing reports
14. Experience of working with the public and vulnerable adult groups.

**Personal skills and general competencies**

5. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
6. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
7. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
8. Ability to meet agreed objectives and delivery targets by the effective use of resources.

**Role Dimensions**

15. Maintain computer based records as required by policy and practice
16. Apply and maintain departmental policies and procedures to case work and other work requirements
17. Liaise and negotiate with other departments and agencies in order to gather relevant information to inform assessments and other activities
18. Participate in regular supervision
19. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.

*Please attach a structure chart*

Date May 2019

Tier 7 – Experienced / Professional Staff