**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Shared Lives Scheme Worker/Co-Ordinator |
| Salary: | £30,559- £36,124 |
| Grade: | Grade 8, with progression to Grade 9 once competency framework met. |
| Hours: | 37 per week. We are open to discussions about flexible working |
| Team: | Shared Lives Team |
| Service Area: | Independent Living Services |
| Primary Location: | Abbey Centre , Abingdon is the main office base but some home working is likely to be possible. The Scheme covers the entire county of Oxfordshire so visits to any location within the County will be a part of the role.  *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | none |
| Responsible to: | Shared Lives Team Manager |
| Responsible for: | No management responsibilities |
| Political Restricted Post: | N/A |

## Job Purpose

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| *A brief overview of the key objectives of the job:* To assist in providing support within the Shared Lives Scheme for short breaks, long term support and daytime support for adults in need of social care.  Assist with recruiting and training potential Shared Lives Carers to offer accommodation, care and support to people who use the Shared Lives Service.  Assist with ensuring that the Scheme provides high quality care and support to people who use the service and that Shared Lives Carers are well supported.  Liaising with the Children’s and Adult Social Care Teams in all specialisms to meet the varied needs of people supported through the Scheme. |

## Job Responsibilities

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| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.  To assist with recruitment, training and support of Shared Lives Carers, to provide day care, outreach support, short breaks and long-term care for people who use the service.  To assist with ensuring that the Care and support provided by Shared Lives Carers meets the high standards expected and meets the Regulatory requirements of the Health and Social Care Act (2009) by carrying out Annual reviews of Carer Households, Support and Monitoring visits, supporting Shared Lives Carers to understand and apply the policies and procedures of the Shared Lives Scheme  To discuss with people who wish to use the service, their families and other professionals the options available within this service for providing accommodation and care f and arrange services for them within the Shared Lives Scheme  To support people who use the service and carers through introductions and initial visits until an arrangement is established including completing the necessary care plans and agreements.  To be responsible for an identified caseload which includes people who use the service and Shared Lives Carers.  To advise on the rates of payment which should be made to Shared Lives Carers  To organise practical support for carers e.g financial, or short breaks, in relation to people who use the service.  To identify the training needs of carers and provide direct training when appropriate.  To liaise with the Care Quality Commission regarding registration under the Health and Social Care Act 2009, and to implement standards and regulations associated with this.  To liaise with Social Workers and other professionals involved with people who use the service, and to be responsible for support planning processes as appropriate.  To advise and enable Shared Lives Carers to develop the necessary skills and approaches to support people who use the service.  To contribute to the management of resources -including financial resources  To participate in the development of the Shared Lives Service.  To share in collective team tasks, including providing cover for colleagues.  Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Ability to challenge discriminatory attitudes | Application and interview |
| Uphold the Values of Oxfordshire County Council | Application and interview |
| Ability to use initiative to work independently and as part of a team | Application and interview |
| Ability to liaise with other professionals and agencies | Application and interview |
| Good verbal and written communication skills | Application and interview |
| Ability to use computerised recording systems | Application and interview |
| Ability to prioritise, organise and manage own workload effectively | Application and interview |
| Be able to work within OCCs Policies and Procedures | Application and interview |
| Able to attend work at the required times and to work alone or as part of a tea**m** | References and interview |
| Understanding of issues around confidentiality | Application and interview |
| Be able to travel to all parts of Oxfordshire and to access a range of dwellings and buildings | Application and interview |
| Desirable Criteria | Assessed By: |
| Experience of working with family based Carers | Application and interview |
| Experience of supporting people who have disabilities or are suffering from Mental Health difficulties | Application and interview |
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# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |

July 2024