

JOB DESCRIPTION

Job Title:	Shared Lived Manager
Full Time Salary (37.5hrs) :	£45,000
Responsible to:	Director of Operations

Main Purpose of the Role

- Providing a high quality shared lives service that supports people who draw on care and support through the scheme to live as independently as possible, and achieve positive outcomes, within a family based setting
- Providing leadership to ensure shared lives social workers and carers are clear about their duties and responsibilities and have the support they need to carry out their roles safely and effectively in line with Southend Care policies and procedures.

Responsibilities of the Role

- Efficiently managing the day to day running of the service, including monitoring, and where necessary improving performance.
- Managing the safety and quality of the scheme in line with legislative and regulatory requirements, sector best practice and organisational policy and procedures
- Ensure quality and performance measuring systems are developed for quality assurance assessments; CQC regulatory requirements and in house performance and audit standards. Keeping the nominated officer aware of any issues or risk strategic developments.
- In conjunction with the Council's Quality Improvement Team and Commissioning leads, develop a process of continued quality improvement and growth of the shared lives service
- Develop an annual business plan that meets the needs of the service and commissioners
- Work with the shared lives team members, social work and health professionals to ensure placements continue to be suitable and meet individual needs.
- Manage the recruitment of shared lives carers
- Ensure shared lives workers and carers have access to training that will enable them to support the needs of the person they support, and ensure they are up to date with current best practice, legislation, policy and procedures
- Promoting the rights of each person the scheme supports and keeping their wishes at the centre of their care and support.
- Making sure that prior to any placement commencing a robust and comprehensive carer approval assessment and risk assessment has been completed and that the carer and their home is considered suitable to provide a shared lives service and is able to support the person's needs
- Effectively managing complaints and incidents and carry out investigations relating to the quality of the service in order to make improvements
- Ensure individually tailored care and support plan has been created and agreed, that respects the persons wishes and promotes their dignity and privacy
- Monitor health and safety in the workplace and in the carers homes, and apply appropriate risk control measures to reduce identified risks

- Work in conjunction with Southend Care’s Finance Team to effectively manage the shared lives budget ensuring appropriate systems are in place and that all appropriate financial policies and procedures are adhered to.
- Work closely with social work teams and colleagues to promote and market the shared lives scheme to raise awareness and understanding of the service.
- Ensure good practice and understanding of safeguarding procedures and ensure carers have the skills and knowledge to respond to concerns.
- Ensuring regular support and monitoring is in place for carer which meets CQC regulatory requirements
- To facilitate and lead regular shared lives carers meetings to support networking and peer support opportunities
- To facilitate regular opportunities for people using the service to share their experience of shared lives and be a part of its continued development and growth
- Providing management, guidance and ongoing supervision to enable team members to effectively and safely carry out their roles.
- Maintaining full and accurate records, and ensure information is held securely in line with GDPR and is accessible for inspections and reporting systems in accordance with legal requirements

Resources

- Responsible for direct line management of staff
- Responsibility for departmental budget

Work Environment

- Primarily Brook Meadows House
- Will be required to work within any service within Southend Care when services are in an emergency or as directed by the Director of Operations
- Hours to be worked flexible including some out of normal hours working or weekend working

Standard Phrases

- To practice within a legal framework encompassing statutory, organisational policy and guidelines
- Ensure a work environment that protects peoples’ health & safety and that promotes welfare and which is in accordance with the Company Health & Safety policy.
- To be familiar with Equal Opportunities Good Practice and with the Company requirements for Diversity and to implement this in all aspects of working practice and promote it in the team and workplace.
- This role requires a DBS from the Disclosure and Barring Service
- To maintain confidentiality of information in line with the requirements of GDPR
- You may be required to undertake other relevant and appropriate duties as reasonably required.

