



## Community Living and Support Scheme

### The role of a Shared Lives Carer

Details of role	
Title:	Shared Lives Carer
Location:	London Borough of Bexley
Reports to:	Shared Lives Officer/Registered Shared Lives Manager
Service area:	Health and Social Care Community Living and Support Scheme
Purpose of the role	
<p>In Shared Lives, a Shared Lives carer(s) shares their home and family life with an individual who may need care or support to help them live well. Shared Lives is not about replacing someone's own family. Shared Lives is an accommodation option that may be able to meet people's needs on a short or long term basis.</p> <p>Shared Lives carers get to know people before both parties choose to form a long-term bond, which ensures that support is based upon a deep understanding of each individual.</p> <p>Shared Lives carers offer time and encouragement to the person they care for in a stable and supportive home. As a result, many Shared Lives carers develop a long-term and rewarding relationship, welcoming the person into their home.</p> <p>Up to three people can be accommodated by a Shared Lives Carer pending on the size and suitability of the accommodation.</p>	

## Matching process

The matching process is at the heart of Shared Lives – making sure that the arrangement is the best possible fit, looking at shared interests and personalities – so that each arrangement has the best chance of success for both the Shared Lives carer and the person being cared for.

If there is a suitable match the allocated worker and the Shared Lives worker, talk with the carer and person who wants to use the scheme to arrange an introduction.

Having met each other and seeing the accommodation on offer, both the Shared Lives carer and the individual decide if they feel they wish to move forward with the process. If they do, arrangements are made for them to spend time together to get to know each other and build up to an overnight stay.

The visits build up to a week to two weeks.

This process is at the pace that is best suited for the person wishing to move.

When both people feel comfortable and confident, they can make an informed choice, about living together with the Shared lives carer or going to stay on a short term break.

This will always be facilitated by the person's allocated worker.

The Shared Lives carer offers; a bedroom and shared living facilities and invites the person to live alongside them and their family.

This would include socialising together both in the home and in the community, encouraging and supporting hobbies and activities, preparing and eating meals together, watching the television, talking about financial responsibilities, supporting medical appointments and medication regimes, discussing day to day events and feelings, listening and respecting each other's opinions, beliefs and ways of doing things. Many people are able to do things for the first time in their lives – to learn to cook, volunteer, work, make new friends and go on their first holiday.

Being a Shared Lives carer offers opportunities for both the individual and the carer to develop friendly and supportive relationships. The carer is there to support and care, and to talk with the other professionals involved with the individual to ensure their wellbeing both physically and mentally.

These Shared Lives arrangements can only be provided in the Shared Lives carers' home, with support of the Bexley Shared Lives Scheme.

## Responsibilities

1. To provide appropriate arrangement for a person using the scheme, supporting their needs as reflected in the Support Plan which is held on file in the carers own home.
2. To adhere to the Policies & Procedures within the Carers e-Guide, and arrangement agreement details between the person using the Scheme, the carer and the Shared Lives Scheme.
3. To complete required training for approved carers and where necessary attend specialist training to meet specific needs of the individual as per their Support Plan.
4. To comply with the relevant legislation under the Care Act 2014 and Care Quality Commission (CQC) essential standards.
5. To maintain effective communications with the scheme, other agencies and family members where applicable, who are involved with the provision of support to the individual.
6. To maintain accurate records of all aspects of support provided to the person, including financial transactions, medical reports and daily routines, as well as ensuring the persons support needs are up to date. Where there is any change in circumstances for a person or carer, the carer must notify the Shared Lives Scheme with immediate effect.
7. To meet regularly with the Shared Lives worker to undertake regular checks on the carer's compliance with the scheme and legislation. The carer is also expected to attend carers meetings with the scheme to address general carer's issues and any relevant meetings with the scheme or other professionals/family members regarding the person using the scheme's wellbeing and their placement.
8. To demonstrate awareness / understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
9. Shared Lives Carers are self-employed and are responsible for their own Tax & National Insurance, although they can access the Shared Lives Tax break when they are registered with a Shared Lives Scheme.
10. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and any person in the Shared Lives arrangement, and to comply with relevant legislation.
11. This role description reflects the key tasks to be carried out by the Shared Lives carer and identifies a level of responsibility at which they will be required to deliver. In the interests of effective working, the key tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the Share Lives carer.

Shared Lives carers should possess the following attributes	Essential Criteria	Desirable Criteria
Experience and Knowledge	<p>This role will require satisfactory clearance of a Disclosure &amp; Barring Service check and additional references and health checks.</p> <p>Ability to work within the organisational framework in line with Scheme specific policies and procedures.</p> <p>Willingness to undertake all required training to include First Aid, Fire training, medication awareness, safeguarding, Health &amp; Safety, Manual Handling, etc.</p>	<p>Specialist training and/or experience with any of the following: Autism; Aspergers; Dementia; mental health issues.</p> <p>Previous experience of working with vulnerable customer groups and knowledge of relevant legislation.</p> <p>Understanding and knowledge of CQC framework and standards.</p>
Ability and Skills	<p>Effective interpersonal skills.</p> <p>Empathic.</p> <p>Able to establish trust and build rapport with people using the scheme, the Shared Lives Scheme and other professionals.</p> <p>Able to maintain appropriate documentation pertaining to the welfare of the individual.</p> <p>Good communication skills.</p> <p>Awareness and understanding of other people's behavioural, physical, social and welfare needs and a range of approaches to meet those needs.</p>	<p>Reliable, adaptable and flexible.</p> <p>Able to relate well to a wide range of people of differing abilities.</p> <p>Able to respond in an emergency.</p> <p>Ability to use IT and communicate effectively through emailing systems.</p> <p>Ability to provide alternative and creative opportunities in line with Shared Lives Plus guidance.</p>

Shared Lives carers should possess the following attributes	Essential Criteria	Desirable Criteria
Equal Opportunities	<p>Ability to demonstrate awareness / understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p> <p>Ability to effectively support the needs arising from the equal opportunities in relation to the individual.</p>	
<b>Payment</b>		
<p>Shared Lives carers are self-employed and work under formal agreements with a registered Shared Lives scheme. The Shared Lives Scheme is registered with the Care Quality Commission. Shared Lives carers receive a fee from the local authority depending on the needs of the person living with them.</p>		