

Context statement

To accompany job description and person specification when required

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Job title: Shared Lives Officer

Directorate/Service/Team: Adult and Community Services

Organisation structure

Reporting to: Shared Lives Manager

Responsibility for: Recruiting, assessing, monitoring and reviewing Shared Lives Carers. Contributing to the delivery of a safe, effective, caring, responsive and well-led service.

The Dorset Council (DC) People – Adults and Housing Directorate, within which the Dorset Shared Lives Scheme operates, delivers adult social care, housing support, and a range of community services to people of all ages living in Dorset within the context of the Council's Plan.

The Council's Plan is focused on delivering improvement in five key priority areas within Dorset; 'Economic Growth', 'Unique Environment', 'Suitable Housing', 'Strong Healthy Communities', and 'Staying Safe and Well'. The Directorate contributes directly to these corporate outcomes.

The People – Adults and Housing Directorate has an ambitious transformation programme, underpinned by a strengths-based philosophy and culture, around the following themes:

- **Person centred** – people and families in receipt of services are an active partner in the planning, development and monitoring of their care.
- **Workforce** – building a sustainable workforce, ensuring that people have the right skills and knowledge to provide high quality care and support.
- **Community and partnerships** – developing the resilience of residents and communities. Working closely with our partners in health and the voluntary community.
- **Integration** – GPs, hospitals, health workers, social care staff and others working side-by-side in a more co-ordinated approach to deliver services.
- **Sustainable housing** – taking a strategic approach to asset development to change how people are accommodated and supported.

The Dorset Shared Lives Scheme provides high quality family-based accommodation, care and support services to people over 16 years of age with care and support needs, many of whom have a learning disability, in Dorset. These services may take the form of long-term placements, respite care and day opportunities. The service is responsive, person-centred and safe. The scheme enables people to live fulfilling lives and to be as independent as possible. More information about Shared Lives Schemes is available from: <https://sharedlivesplus.org.uk/>.

Context of work

The scheme is registered with the Care Quality Commission: all staff and Shared Lives Carers work within the CQC standards for the service.

Shared Lives Shared Lives Officers are responsible for recruiting, assessing, monitoring and reviewing Shared Lives Carers – the paid carers who provide a home, and care and support, to people over 16 years of age living/staying with them; and matching Service Users and carers for both long term placements, respite and day care opportunities. This will involve maintaining a caseload of Shared



Lives Carers on an electronic case management system. In doing so the post-holder, working with the scheme Manager, will ensure that the service that users of the scheme receive is consistent with the standards set by the scheme, underpinned by legislation and regulation.

The post-holder will work with the scheme Manager to match referred Service Users to Shared Lives Carers and facilitate placements. This includes arranging introductory visits, developing Service User support plans for use within the scheme and seeking feedback from the Service User about the care and support that they receive.

A key role for the post-holder will be to identify any issues or problems at an early point through monitoring and reviewing placements, and to support Shared Lives Carers to access learning or training opportunities to ensure that the care that they provide is person-centred and safe.

The post-holder will work with the scheme Manager to maintain quality assurance through managing Microsoft Teams information folders; updating template documents as required using strengths based, accessible language; updating Policies and Guidance documents in line with management review; creating and maintaining central records of carer and Service User information for state of the sector / CQC / governance purposes.

The role will also include contribution to further development of the scheme. This will involve creative thinking about how to broaden service delivery to a wider range of people over 16 years of age with care and support needs, and about how to meet Service Users outcomes in new and innovative ways.

The Team are based in 'County Hall', situated in Dorchester. It is close to the town centre and has a number of amenity facilities in close proximity. The building is purpose-designed to facilitate the administrative functions of the Local Authority. It is physically accessible having a ramp at the front entrance, a lift to all floors, self-opening doors and accessible toilets. There is a staffed reception area for visitors and fobbed access for staff members. There are a range of self-service kitchen facilities for staff to use for refreshments and a staff café area.

Effective team working will be essential in meeting the aims and objectives of the service the Shared Lives Team will be based together in a Team Zone within an open plan office and work from home, in line with Dorset Council Hybrid Working Approach. [Dorset Workplace Framework](#) Equipment to support flexible working is provided, and team members will be expected to work on a shared desk system, working to a clear desk policy.

The work will also involve partnership and close liaison with other teams and agencies and the post-holder will take a lead role in supporting Shared Lives Carers in a defined area of the County. To achieve this effectively it will be necessary for the post-holder to take a flexible approach and work out of other DC offices from time to time.

Travel requirement

This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the county council) to be available on most working days in order to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.

Other information

There is an enhanced DBS (Adults & Children) & Cifas requirement for this role
This context statement has been prepared and will be maintained by the service.

Context statement prepared by:			
Manager	Ceri David	Date	16 September 2022