



## **JOB DESCRIPTION**

<b>POST:</b>	SHARED LIVES CO-ORDINATOR (Fixed Term contract for 12 months, Maternity cover)
<b>RESPONSIBLE TO:</b>	SHARED LIVES MANAGER
<b>RESPONSIBLE FOR:</b>	SHARED LIVES CARERS
<b>SALARY:</b>	£25,139 - £26,000 per annum pro rota
<b>CONTRACTED HOURS:</b>	39 Hours per week, may include some evenings and weekends
<b>LOCATION:</b>	South Wales Office

### **A little bit about Ategi and Shared Lives:**

Ategi are a not-for-profit support provider, with over 25 years' experience of supporting people to live their lives, their way. We support any adult over 18 who needs help to live independently. We recruit, train and support self-employed Shared Lives carers, who offer accommodation and support for adults who need a little extra help to, live independently.

### **Who we're looking for:**

We are looking for someone who is passionate about the work we do, and dedicated to working in social care with demonstrable experience. This role is very person-centred and you'll need to have excellent communication skills and be able to maintain great working relationships whilst upholding Ategi's values. You must be highly motivated and organised with a positive, proactive approach to your work.

### **Here's a real-life Shared Lives story:**

Lorna is a sociable and warm person, she works as a full-time care home manager, and has a lot of experience and understanding on what it takes to support different kinds of people. Having come from a big family and with her own children having left home, she felt she had room in her life, her home and her for someone – which is why she came to Ategi.



Summa is a young woman who know what she likes and knows what she does not. She is passionate about Manga and can talk for hours on the subject, try and get her to talk about anything else and you'll have a struggle. Summa has autism and had been living in foster care for a number of years. Summa finds many everyday tasks practical tasks difficult, like laundry and cooking for herself, and struggles with socialising with people. She'd rather stay in her room thanks. Summa was leaving foster care, but still wanted to be able to live in a home environment, which is why she was, referred to Ategi.

Summa has been living with Lorna for over two years now, and with Lorna's support Summa has achieved some amazing things. Summa can now confidently cook from scratch and has learned how to contribute to household cleaning and even comes down to chat with Lorna and Miriam. When Summa began her time at Lorna's her work was all done in pencil drawing, with encouragement and guidance from Lorna, she now produces her work digitally, regularly posting her work online and even enters competitions. Summa's confidence and practical ability as a Manga artist has soared since living with Lorna, and now Summa is on the cusp of a major milestone as she prepares to go to University in September to study animation.

**To meet Summa and Lorna, check out this short film [here](#).**

### **About being a Shared Lives coordinator:**

As a Shared Lives coordinator, you will manage a caseload of Shared Lives carers, providing them with ongoing support in their role through regular telephone/ Zooms calls or home visits. As well as supporting current carers, you'll also play a crucial role in the recruitment and selection of new Shared Lives carers. You'll be interviewing and assessing potential carers and then matching them to appropriate service users.

At Ategi, we're proud to be able to offer our carers all the training they'll need to become confident Shared Lives carers as they start their career with us, whilst also providing regular ongoing training as well. You'll be contributing to the development and delivery of induction and training packages, whilst ensuring training is delivered flexibly, according to the different needs and circumstances of Shared Lives carers.

### **Job Purpose:**



- Support advertising and recruitment of Shared Lives carers, including visiting and interviewing and carrying out the relevant on-boarding checks; and matching service users to Shared Lives carers.
- Contribute to the development and delivery of induction and training packages, and ensuring training is delivered flexibly, according to the different needs and circumstances of Shared Lives carers.
- Identify external training opportunities suitable for our different Shared Lives carers.
- Participate in carer recruitment for your team including interviewing and involving service users in the interview process.
- Produce clear, detailed reports for reviews; complete Shared Lives agreements, and monitor and report on expenditures, together with various administrative tasks.
- Monitor arrangements and liaise with other health & social care professionals.

## 1. Recruitment and selection

- Promote the scheme effectively.
- Develop and contribute to advertising and recruitment campaigns.
- Visiting and interviewing all applicants.
- Completion of initial confidential consent forms to gather personal references; GP references; DBS reports including verbal clarification for all references in line with our procedures.
- Participate in assistant coordinator and administrative staff recruitment including interviewing and involving service users in the interview process.

## 2. Administration & Finance

- Completion of formal Shared Lives agreements and licence agreements for each arrangement.
- Ensure all administrative and financial tasks are completed within timescales.
- Ensure expenditure of allocated budgets are within agreed limits.
- Maintain effective records and administration in line with Ategi's policies and procedures.
- Produce clear, detailed reports for reviews; assessments; letters etc.
- Monitor and agree monthly time sheets.



- Implement financial procedures giving training where necessary.
- Completion of housing benefit application forms.
- Provide accurate costing to commissioners for new referrals.

### 3. Management and support of staff and Shared Lives carers

- Recruit, train, approve, monitor and support all Shared Lives carers.
- Provide effective line management to staff/carers.
- Manage the performance of staff and carers.
- Support carers to identify examples of their skills and knowledge in line with the nationally agreed 25 skills & knowledge statements.
- Provide expert witness testimonies for staff and carers who are working towards an NVQ or similar qualification.
- Provide detailed reports analysing information gathered through assessment / ongoing support / annual carer review
- Identify and address training needs of staff and carers to enable them to effectively fulfil their role.
- Ensure that regular team/scheme meetings occur and are recorded.
- Liaise with the scheme manager regarding allocation of new work/business.
- Prepare clear and detailed assessment reports in line with policies and procedures and present them to the independent Approval Panel.
- Manage a caseload of Shared Lives carers as agreed with the scheme manager.
- Monitor and review arrangements and Shared Lives carers
- Provide counselling and support when difficulties arise.

### 4. Training

- Contribute to the development of induction and training packages.
- Deliver training in a flexible way recognising the different needs and circumstances of Shared Lives carers.
- Identify external training provision in accordance with individually identified training needs of Shared Lives carers.
- Evaluate training.

### 5. Quality Assurance

- Work within Ategi's quality assurance framework.



- Work with staff and Shared Lives carers as necessary to monitor service delivery standards.
- Ensure that the service is delivered in line with relevant codes of practice and other relevant legislation.
- Adhere at all time to contractual obligations laid down by the local authority.
- Work within the regulations and standards set for Shared Lives schemes.
- Contribute positively to the development of Shared Lives through attendance and membership of Shared Lives Plus.

## 6. Personal Development

- Evaluate and develop own practice through full participation in the supervision and appraisal process, attendance at meetings and training session.
- Contribute to own personal development including identifying own training needs and undertaking additional training as required.
- Participate in, plan, deliver and review relevant inhouse training.
- Keep up to date with best practice and ensure this is reflected in the service and contribute to the implementation of change as required.
- Contribute to wider business planning and activities.
- Undertake other duties within the remit of the post as required.

### **What Ategi can offer?**

- A competitive Employee Assistance Plan (Health Shield), with a yearly allowance on dental care; optical care; chiropody; general health and wellbeing-related expenses and other services such as GP, counselling and discounts on at least 100 (!) online retailers
- Paid DBS application and renewal.
- Company pension.
- Funded CQC/CIW NVQ Training

### **Experience & qualifications you will need:**

- NVQ level 3 or 4 Health & Social Care or equivalent
- Have two years of experience working in the social care sector
- Have experience of team and multi-agency working
- Have experience of liaising with families, advocates and other professionals
- Be knowledgeable about community support teams



- Understand the needs of vulnerable people and their carers