**Shared Lives Carers Job Description**

**Overall purpose of the post:**

A shared lives carer is a self-employed role within the WNC shared lives scheme.

The Shared Lives Scheme involves a Shared Lives Carer sharing their home and their family (and community) life with any adult who has care & support needs. These needs may include adults with Learning Disability; adults with Dementia; younger adults with complex and or behavioural needs.

Shared Lives is delivered only by Shared Lives Carers who are assessed and currently approved by a registered Shared Lives Scheme. Shared Lives is always arranged and monitored by the Shared Lives Scheme.

Shared Lives may include:

• Long term accommodation & support

• Short breaks & respite

• Day support

**The Shared Lives Scheme involves the following processes:**

• Matching: Shared Lives placements are formed using a matching process. The process involves participants getting to know each other at their own pace, before making any commitment to sharing their home and family life.

• Monitoring & safeguarding by the Shared Lives Scheme: The Registered Manager of the Scheme remains ultimately responsible for the quality and safety of care and support in every Shared Lives arrangement. The Scheme undertakes quarterly monitoring visits with Carers and Customers to ensure the placement is adequately meeting the needs of the customer, and annual review of all placements.

There is no guarantee of the longevity of any placement as the service is based on needs of customers and referrals from Brokerage All placements are reviewed annually and carers are expected to support customers to maintain as much independence as possible, and to support customers to move on to independent living wherever possible.

**Principal Responsibilities:**

1. To provide appropriate placement for customers, supporting their needs as per customer care plans, behavioural plan & risk assessments in their own home.

2. To adhere to Policies & Procedures of the Shared Lives Scheme, and placement agreement details between the customer and carer and Shared Lives Scheme.

3. To undertake all mandatory training requirements for approved carers and where necessary attend specialist training to meet specific needs of complex customers as per their care support needs.

4. To comply with the relevant legislation under the Care Act 2014 and CQC essential standards.

5. To maintain effective communications with Shared Lives Team members, other agencies and family members where applicable, who are involved with the provision of support to the customer.

6. To maintain accurate records of all aspects of support provided to the customer, including financial transactions, medical reports, and daily routines, as well as ensuring the Customers care plan is up to date. Where there is any change in circumstances for customer or Carer, the Carer must notify Shared Lives Scheme with immediate effect.

7. To meet regularly with the Shared Lives Officer to undertake regular checks on the Carers compliance with the Scheme and legislation. The Carer is also expected to attend Carer’s meetings with the Scheme to address general carer’s issues and any relevant meetings with the Scheme or other professionals/family members regarding the customers’ well-being 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 relief 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 customer placed in your home, and to comply with relevant legislation.

This job description reflects the major tasks to be carried out by the Carer and identifies a level of responsibility at which they will be required to deliver. In the interests of effective working, the major 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 Carer.