

# Job Description and Person Specification

## Shared Lives Officer

Job Details	
Grade	5
Service	Internally Provided Services
Location	Shared Lives
Job Evaluation Code	

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p><b>Open and fair:</b> We are open, fair, and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>The Coventry <i>Shared Lives Scheme</i> (Scheme) exists to recruit, assess, and approve <i>Shared Lives Carers</i> (carers) to be part of the Scheme and to support review and monitor the carers to ensure that they are meeting or exceeding the national minimal standards set by Care Quality Commission and carers contractual obligations. The Scheme ensures that adults who are eligible for social care support, are matched and placed with a carer who can provide a caring and comfortable home which supports individuals to live as part of a family and leads them towards independence, and ensures their safety and security, as part of delivering quality services. Carers provide care within their own family home providing accommodation, personal care and support to adults eligible for social care support, including those who may have Learning Disabilities, Mental Health , Physical disabilities, and Older People</p>

Main Duties & Key Accountabilities
Comply with the appropriate legal statute, Council policy, and procedures relevant to the Scheme.
Maintain documentation and other records of assessments, reviews, and monitoring activities in accordance with Council policy and procedures.
Maintain robust reviewing systems to include carers review, placement reviews and monitoring visits which will reflect best practice.
Receive referrals for placements made to the Scheme, gathering information in order to match specific needs of the person being referred for a placement with approved carers to ensure high quality placements, which meet individual's needs.
To prepare reports in relation to carers for consideration at a Shared Lives Regional Panel.
To attend and contribute to Care Management reviews as organised by the Social Work team for people placed in the Shared Lives scheme.
Develop good working relationships with all stakeholders including professionals, specialists, , people who use the service, shared lives carers, social work teams, NHS colleagues, other agencies, advocates, family members.
Under the direction of the Registered Manager (Unit Manager), undertake the assessment of prospective carers using prescribed documentation, identifying the needs of individuals and carers (except in circumstances that requires the intervention of professionally qualified staff).
To work with shared lives carers to ensure that the scheme delivers a user focused and empowering service to people within the requirements of the Care Quality Commission, the City Councils policies and procedures and their contractual obligations.
To ensure that the views of both people living in a shared lives placement and the scheme carers are gathered and evaluated effectively through the Shared Lives quality assurance framework, agree the improvements required with the Registered Manager and support the implementation of the required improvements.
To provide support and guidance to Shared Lives carers to maintain quality standards and good practice within the requirements of relevant minimum standards for Shared Lives.
To support the Registered Manager to ensure that Shared Lives carers maintain their contractual obligations in areas such as attending/maintaining their training obligations.
To ensure that all carers have access to relevant and up to date policies and procedures.
To inform the Registered Manager of any complaints, concerns or risks they are aware of in respect of the Shared Lives Scheme and act as directed, for example to investigate or manage risks.
To be responsible for effectively managing their own workload as allocated by the Registered Manager in accordance with the requirements of the role.
Prepare for formal supervision, attend meetings under the direction of the Registered Manager and to keep them informed of any potential difficulties with cases.

Maintain an awareness of current legislation relevant to the Health and Social Care services for adults.
Maintain awareness of both statutory and non-statutory services that are available to people who use Shared Lives so as to enhance quality of life for people living in a shared lives placement and deliver value for money for the Council.
Undertake and participate in training relevant to the role in order to promote personal development, professional practice and implement statutory requirements.
Any other duties and responsibilities within the range of the salary grade.

Key Relationships			
External:	General Public/ Families/Customers/ Advocacy Services/ Corporate Appointeeships /Other Local Authorities/Care Quality Commission/Shared Lives Plus/External Shared Lives Schemes	Internal:	Adult Social Care Teams. Coventry City Council Partners

Standard Information
<p>Post holders will be accountable for performing all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p><b>Training</b> The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
N/A

Person Specification	
Requirements	
Knowledge	Basic knowledge of relevant legislation and policy, e.g .Health and Social Care Act 2008 (regulated Activities) Regulations 2012 , Mental Health Act 2007, Equality Act 2010
Knowledge	Knowledge of Shared Lives provision and principles
Knowledge	Basic understanding of the principles of social care eligibility criteria.
Knowledge	Awareness of statutory guidelines and good practice as set out by Care Quality Commission (CQC)
Knowledge	Anti – discriminatory policy and practice
Skills And Ability	Skills in assessing the suitability carers in the community, including any areas of risk
Skills And Ability	Able to implement, monitor and review care plans that are linked to outcomes
Skills And Ability	Able to support Shared Lives carers in their contractual compliance
Skills And Ability	Able to implement financial procedures
Skills And Ability	Effective communication skills i.e. face -face using the telephone and writing letters and e-mails
Skills And Ability	Able to write clear and concise reports and case records
Skills And Ability	Able to work in an anti-discriminatory way with people who live in Shared Lives placements, carers, and all relevant stakeholders
Skills And Ability	Able to seek and use support appropriately
Skills And Ability	Able to participate constructively in formal supervision and staff meetings
Skills And Ability	Able to receive and investigate referrals and make recommendations about action
Skills And Ability	Able to develop effective working relationships with eligible people, carers, colleagues, and other agencies
Skills And Ability	Able to participate in and learn from training and other methods promoting development, knowledge, and skills.
Experience	Relevant experience in a social care setting which includes working with adults in a social care or similar setting
Experience	Experience of drafting reports and carrying out basic assessments

Experience	Experience of using IT systems including standard office functions.
Qualification	Relevant Health and Social Care qualification Level 3, or willing to work towards. Proficient level of literacy and numeracy as demanded by the role.
Special Requirements	<p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</p> <p><b><i>N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate</i></b></p>

Declaration			
Reviewed/Created By:	Karyn Ross		
Job Title:	Unit Manager	Date:	January 2026