To accompany job description and person specification when required

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| **Job Title:** | Registered Manager – Shared Lives |
| **Directorate:** | Adults and Housing, Adult Social Care. |
| **Location:** | County Hall |
| **Reports to:** | Nominated Individual, Shared Lives |

**Context of Work**

The postholder will have responsibility for:

* Providing a high-quality Shared Lives service that supports people who draw on care and support through the scheme to live as independently as possible, and achieve positive outcomes, within a family-based setting.
* Efficiently managing the day-to-day running of the service, including monitoring (and where necessary improving) performance.
* Providing sound leadership to ensure Shared Lives Officers and Carers are clear about their duties and responsibilities and have the support they need to carry out their roles safely and effectively.

Dorset Shared Lives scheme provides a service to people who need support with their day-to-day lives. It offers an alternative to living in a residential care home or having more traditional care at home services. The Shared Lives scheme recruits and supports carers who provide care and support to people in the carer’s own home. The care and support can be temporary, a day service, or an overnight service. The scheme is registered with, and regulated by, the Care Quality Commission as a provider of personal care.

The Registered Manager leads a small team who are responsible for attracting new carers and assessing their suitability to provide care and support in their own homes, and then supporting, monitoring and reviewing carers to enable them to provide person-centred, effective and safe care and support. More specifically, the postholder is responsible for:

* Managing the safety and quality of the scheme.
* Being responsible for the safe delivery of the service in line with legislative and regulatory requirements, sector best practice and organisational policy and procedures.
* Undertaking training and development to keep up to date with the law, best practice and changes in organisational policy. Applying this knowledge to day-to-day management and delivery of care.
* Understanding and monitoring health and safety in the workplace and in the carer’s homes. Acting as lead for infection prevention and control.
* Maintaining full and accurate records and reporting systems in accordance with legal requirements and to ensure the effective running of the scheme.
* Implementing quality management and improvement systems. Effectively managing complaints and incidents. Carrying out investigations relating to the quality of the service and use findings to make improvements.
* Being prepared to work flexibly to ensure the safe delivery of the service
* Promoting the rights of each person the scheme supports and keeping their wishes at the centre of their care and support.
* Making sure that prior to any placement commencing, a robust and comprehensive carer approval assessment has been completed, and that the carer and their home is considered suitable to provide a Shared Lives service.
* Making sure that prior to any placement commencing, both a care and support assessment and a risk assessment with the person has been completed with the person and/or their representatives, including what the person needs and would like to achieve from their care and support.
* Making sure a written individually tailored care and support plan has been created and agreed, that respects the person’s wishes and promotes their dignity and privacy
* Agreeing appropriate risk control measures to reduce identified risks.
* Providing the person, and where appropriate their representatives, with information about the service so that they are clear about what to expect and how they can raise any concerns.
* Applying excellent communication skills with people, their families and representatives, Shared Lives carers, staff and other health and social care professionals to deliver a high-quality Shared Lives services.
* Keeping all information about people and their families secure and confidential.
* Managing the effective recruitment, induction and training of the Shared Lives team members.
* Identifying ongoing training needs and ensure Shared Lives Officers and carers are up to date with current best practice, legislation, policy and procedure.
* Ensuring there are sufficient numbers of suitably qualified staff allocated appropriately to meet service needs at all times.
* Implementing organisational policy and procedures in relation to managing absence, disciplinary, capability and grievance matters
* Providing information, guidance and ongoing supervision to enable team members to effectively and safely carry out their roles

**Our behaviours**

Dorset Council has developed and embedded a set of behaviours that will form part of everything the postholder does, and they will need to be able to demonstrate them through the way they work, regardless of role or grade within the organisation.

**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 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**

This role is subject to regulated Adult and enhanced Children’s DBS clearances.

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| **Context statement prepared by:** | | | |
| **Manager** | Richard Christian – Workforce Lead, Adult Social Care / Nominated Individual Shared Lives | **Date** | October 2024 |