



Job description			
<b>Job title</b>	Shared Lives Worker- part time		
<b>Grade</b>	H		
<b>Directorate</b>	Health & Social Care		
<b>Service/team</b>	Together We Care/ Shared Lives		
<b>Accountable to</b>	Shared Lives Team Leader		
<b>Responsible for</b>	Shared Lives Carers		
<b>JE Reference</b>		<b>Date Reviewed</b>	April 2026

### Purpose of the Job

As part of a dedicated team, Shared Lives Workers recruit and support a network of Shared Lives Carers, monitoring placements for longer term and respite care.

The Shared Lives team works with a range of adults, and this includes those with a learning disability, lower-level mental health needs and young disabled people in transition from child to adult services.

### Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

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1. To hold an allocated caseload and have day-to-day responsibility for the supervision and monitoring of the respective Shared Lives Carers and the people supported in each arrangement.
2. To work in accordance with guidance, policies and procedures of the Council, the Scheme and any which are relevant from Shared lives Plus.
3. To contribute to the marketing of the scheme and with recruiting, assessing, inducting, and training of new Shared Lives Carers and the ongoing training of existing Shared Lives Carers.



4. To complete support and monitoring visits, carer reviews and Health and Safety checklists with Shared Lives carers.
5. To review all records completed by Shared Lives carers.
6. To develop positive working relationships with other professionals including Social Workers, Care Management colleagues, Health and Education professionals and any others relevant to the role.
7. To assist with the assessment of the needs of people supported in consultation with them, their families, Social Work and Care Management staff, and any other related professionals.
8. To plan and oversee the matching of the people supported with Shared Lives carers and to set up new placements.
9. To complete and review scheme support plans, partnership agreements risk assessments and other documents and records for the people supported and carers including DBS checks of Shared Lives carers.
10. To support with planning by using a person-centred approach, sign posting and make referrals for the people supported to contribute to their physical and mental wellbeing and their access to fulfilling activities.
11. To identify the signs and indicators of abuse of children and adults and to follow safeguarding procedures.
12. Engage in continuous self-development and training and work in a way which promotes diversity, equality of opportunity and anti-discriminatory practice.
13. To understand relevant key legislation including the Mental Capacity Act 2005, Care Act 2014, Mental Health Act 2007.
14. To comply with all the Council's financial regulations and supporting with payments to Shared lives carers.



## Knowsley Better Together – Staff Qualities



## Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.
- To provide advice and guidance to Shared Lives Carers on maintaining good health and safety practice in their own homes.
- To support Shared Lives Carers to access relevant Health and Safety training

## Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.

### (To be included in PMG 1 posts and above)

- As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, participation in our emergency duty officer rota, and



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attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.