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| **ROLE DESCRIPTION**

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| Job Title: | Shared Lives Social Worker  |
| Current Department Name: | Age NI Shared Lives Service |
| Current Location: | Hybrid workingService Base – 31 Ulsterville Avenue, Belfast, BT9 7ASShared Lives is a regional service. We are recruiting a social worker post, which could be in one of the following locations after discussion with the successful candidates: Ballyclare, Belfast, Castlewellan, Omagh, Ballynahinch.  |
| Type of role: | 21 hours (3 days per week)  |
| Contractual Status of Role: | The contract is until end December 2025 with possible extension for an additional 2 years |
| Job Title of Line Manager: | Head of Shared Lives |
| Job Titles and number of any direct reports: | No direct reportsRecruitment, assessment & support of Shared Lives Carers |
| Job Purpose: | * To recruit, assess and train Shared Lives Carers and match them with people over 65 years in need of support.
* To provide a high-quality social work service to Shared Lives Carers
* To monitor placements ensuring compliance with Adult Placement regulatory requirements, draft standards and best practice.
* To promote the Shared Lives model of care and support.
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| Main Responsibilities | * Work as part of a team to deliver a high quality, professional Shared Lives Service
* Work within the requirements of Adult Placement Regulations, draft standards and best practice
* Promote the positive values and benefits of the Regional Age NI Shared Lives Service for older people and help it to grow
* Recruit, assess and support Shared Lives Carers through the assessment, approval and matching processes
* Deliver an effective matching and introduction process, ensuring compatibility of the person supported and their Shared Lives Carer
* Assess the training needs of Shared Lives Carers and develop and deliver training to enable them to carry out their role
* Provide on-going monitoring, review and support to Shared Lives Carers
* Carry out Annual Health and Safety Checks of Shared Lives placements
* Plan and deliver social and support events for Shared Lives Carers
* Promote and protect the rights of Shared Lives Carers and the people they support and ensure confidentiality is maintained
* Identify complex issues relating to Shared Lives placements, including safeguarding issues and report and provide support accordingly
* Improve the lives and outcomes of older people, increasing choice and opportunities available for day support, short breaks and long-term care
* Use person-centred tools and approaches in all areas of service delivery
* Liaise, build and maintain positive relationships with HSC Trust staff, people supported, their family members and carers, Shared Lives Carers and relevant agencies
* Maintain information, communication systems and IT applications in accordance with GDPR and data protection requirements
* Attend & participate in internal and external meetings as required
* Participate in supervision and appraisal with Line Manager
* Attend relevant training and integrate this into practice.
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| Experience: | * Experience of working with older people/ carers or vulnerable adults or personal experience of caring for older people
* Experience of carrying out individual person-centred assessments
* Experience of identifying, assessing and managing risk
* Experience of working within a person-centred context
* Experience of working with and relating to a range of HSC professionals
* Experience of using a computerised recording system to record notes and data and to produce reports, such as on Excel and Word.
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| Knowledge: | * Knowledge and understanding of Safeguarding Vulnerable Adults procedures, NI
* Knowledge of Regulation and Improvement Authority (RQIA) Adult Placement Guidance and Adult Placement Agency Standards (draft) (Desirable)
* Knowledge and understanding of the ageing process, the needs of older people and their carers and the services available to them (Desirable)
* Knowledge and understanding of Shared Lives model and roles and responsibilities of Shared Lives Carers. (Desirable)
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| Skills: | * Ability to demonstrate excellent interpersonal skills, with an ability to work sensitively and with empathy and understanding
* Ability to build positive and constructive relationships with people supported, family carers, HSC Trust staff and other key partners and agencies
* Excellent verbal and written communication and presentation skills
* Ability to understand, assess and manage risk
* Strong IT skills including email, internet, databases, Excel, Word and PowerPoint
* Ability to work well as part of a team
* Good problem-solving and decision-making skills
* Ability to work independently, planning and delivering casework expectations to a high level
* Ability to manage a diverse caseload on a day-to-day basis.
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| Qualifications: | * Hold a professional social work qualification or due to graduate in summer 2025 with a professional social work qualification (Degree in Social Work, Dip SW, CQSW or equivalent)
* Have NISCC registration without condition or be eligible for registration.
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| Additional Circumstances: | * Ability to travel across NI
* Full current driving licence and access to a car for business use or access to a form of transport to fulfil requirements of the post
* Flexible approach as weekend and evening work may be required
* Postholder will be subject to an enhanced Access NI disclosure.
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| Notes: * *This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.*
* *In addition to the contents of this role description, employees are expected to undertake all other reasonable and related tasks allocated by line management.*
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