



## Shared Lives Carer Role Description

**A Shared Lives Carer** is a person who, under the terms of this Shared Lives carer agreement provides, or intends to provide, personal care and support. They share their home and their family (and/or community) life and, where necessary, provide accommodation to a Person using or living in a Shared Lives arrangement. In Shared Lives day support arrangements, this can be using the home as a base and then visiting the community. The role of a Shared Lives Carer is self employed.

### **The Shared Lives Carer will need:**

1. To work in accordance with the aims and objectives of the Shared Lives service and its standards of conduct and practice.
2. To support any person using Shared Lives to live the life that they want, to be part of the community, to share family life with the Shared Lives carer(s) and to feel good, stay well and keep safe.
3. To treat the person with respect and dignity and support any person placed into a Shared Lives arrangement to express their views and make choices and decisions.
4. To follow all the Shared Lives service's written policies and procedures and guidelines copies of which are provided in the Shared Lives carer's Handbook.
5. To promote and protect the health, safety and welfare of any person placed, themselves and others in their household.
6. To receive referrals only through the Shared Lives service and to co-operate with the Shared Lives Provider's procedures for matching and introductions.
7. Not to enter into any private arrangements with individuals or their representatives without the prior agreement of the Shared Lives Provider
8. Not to enter into any arrangement with any other Shared Lives service without the prior agreement of the Shared Lives Provider
9. To enter into a Shared Lives arrangement only when they believe that they can meet the

person's assessed needs.

10. To work with the person as outlined in their Service User Plan and the Shared Lives arrangement agreement
11. To agree any daily routines and house rules to the person prior to any introductions to a new Shared Lives arrangement.
12. To enable the person to follow their religious and/or cultural customs.
13. To work in line with any written risk assessment or risk management plan, inform the Shared Lives officer of any additional / newly identified risks for the person and work with the Shared Lives officer and others to find ways to manage those risks
14. To identify any change in the needs of the person and bring this to the attention of the Shared Lives officer and Adult Social Care.
15. To keep and maintain records about the person, their care and/or support, the safekeeping of their money or valuables.
16. To cooperate with the service and or any service delegated by them in carrying out health, safety and fire safety checks on their property. Health and safety checks should be seen as a joint exercise between the service and the Shared Lives carer and should be reviewed annually and should be done in a way to ensure the safety of all members of the household.
17. To keep records about the person in a secure place and to return all these personal records to the Shared Lives service when the arrangement comes to an end.
18. Not to disclose any personal information about the person without his/her agreement, or the agreement of the Shared Lives service, or being in line with the Shared Lives service's policy on Confidentiality. This applies regardless of whether the person is in a Shared Lives arrangement, or away from the arrangement, or after the arrangement has ended. Any breaches of confidentiality will be treated as a very serious matter and may lead to the ending of the Shared Lives carer's approval with the Share Lives service.
19. To inform the Shared Lives service straight away about any allegations or concerns or follow the Shared Lives service's guidance on Safeguarding against Abuse and Neglect.

20. Not to use any form of physical restraint on the person unless it is the only means of keeping the person or others around him/her safe and is in line with the Shared Lives service's guidance for Safe Caring and Restraint. Any incident involving the use of physical restraint must be reported to the Shared Lives service immediately via the on-call emergency number. If there is serious risk of harm to anyone within the household emergency services may be required and the emergency duty team (EDT) contacted. Guidance can be found on point 29.
21. To follow the Shared Lives service's guidance for Handling Medicines whenever the Shared Lives carer is involved in the safe keeping, handling, recording or administering of medicines to a person, as well as following individual guidelines contained in the person's Service User Plan.
22. Shared Lives carers family members/friends or neighbours may be considered to become a 'Shared Lives support carer.' This must be in agreement with a Shared Lives Officer. The Shared Lives service must check and approve the Shared Lives support carer and the arrangements will be recorded in the Service User Plan and/or Shared Lives Arrangement Agreement. Shared Lives carers are not able to directly employ staff to provide care to the person.
23. To work positively and co-operatively with the person's family and/or representative and with professionals or other people involved in the life of the person.
24. To engage positively with the regular support and monitoring visits by the Shared Lives officer, allowing access to their homes at all reasonable times.
25. To take up essential agreed training and learning opportunities provided by the Shared Lives service which are designed to meet the Shared Lives carer's individual development needs and the need of the shared lives person.
26. To take part positively in any reviews concerning the person and in Shared Lives carer reviews.
27. To inform the person about planned visits by the Shared Lives officer and, where appropriate, the Inspector from the Care Quality Commission.
28. To take part positively in any meetings with the above Inspector(s) who are part of the Shared Lives service's registration and inspection process.