

# Shared Lives carer recruitment process – an overview

Initial enquiry made via email, telephone, letter or online

- ✓ One year's caring experience
- ✓ Good written and spoken English

If applicant is not suitable they will be signposted to other organisations e.g. fostering service or Voluntary Action LeicesterShire

Pre Assessment meeting organised for Shared Lives worker to visit

## Pre Assessment meeting

Shared Lives worker completes an introductory meeting to complete a pre assessment.

This allows a chance to ask further questions and flag up potential issues or concerns.

Workers will then advise the potential carer if we can progress to next stage and will provide an information pack, including Application Form, Statement of Purpose, Roles and Responsibilities and current leaflets.

If applicant is not suitable they will be signposted to other organisations e.g. fostering service or Voluntary Action LeicesterShire

If Pre Assessment is satisfactory your **Application Form** needs to be **returned within 14 days** of the Pre Assessment meeting. A member of the team will acknowledge receipt of your application.

## Pre Assessment checks include:

DBS (formally CRB) and Social Care check. References from; GP, mortgage lender or landlord, current employer, previous employers from a care setting, personal reference and health visitors or schools if children are in the home.

**Please note - This can take several weeks**

If from fostering service, an additional reference from the supervising social worker will be required

If all checks are satisfactory the assessment process can begin.

## The Assessment

Health and safety checklist completed.

A robust assessment that will cover many areas of life: experiences, relationships, knowledge and understanding. This is a two way process and you will also be asked to complete a 'personal profile', 'a day in the life' and 'carers community and network map'.

Further documentation checks will be made, for example bank statements, utility bills, passports, insurances and certificates.

**Please note - This is a lengthy and comprehensive process that can take 3-6 months**

Assessment approved prior to going to panel by the scheme manager.



### Approval Panel meeting

Made up of agency representatives and includes a Shared Lives carer. Applicant and allocated worker attend and are required to answer any questions raised.

A confirmation letter detailing the outcome will be sent to you within two weeks.

There is also a deregistration process through this panel.

### If not approved

Further information required or end of the process.

Feedback given.



## Successfully approved



### Mandatory training – Training can commence during the assessment process

There is an expectation that you will complete mandatory training and remain up to date. This will include Safeguarding Adults Alerters, Mental Capacity Act, First Aid, Food Hygiene and Dementia.

### Approved Shared Lives carer

Your details will be placed on the council's payment system. You will be asked to read and sign a legally binding core contract that outlines your's and the scheme's responsibilities.

### Expectations

- Approved carers hold home insurance (contents and buildings) and car insurance to cover business purposes.
- They have working smoke alarms, fire blanket and carbon monoxide detector in the property
- They keep up to date and accurate records for invoice purposes
- They inform us of any changes that may affect them being a Shared Lives carer.

Contact the Shared Lives Team

0116 454 3740 email: [sharedlives@leicester.gov.uk](mailto:sharedlives@leicester.gov.uk)

