

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Social Worker**

**Vacancy ID: 006963**

Salary: £25,694 - £36,937 Annually

Closing Date: 04/12/2016

### **Benefits & Grade**

Grade J-M

It is anticipated that appointment will be made at Grade J-L (£25,694 - £34,196)

### **Contract Details**

2 posts

1 x Temporary until 31/08/2017, to cover maternity leave

1x Temporary until 31/03/2017

### **Contract Hours**

37 hours per week

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

We are seeking enthusiastic and committed Social Workers to work within the Adult Safeguarding team. These roles will have a statutory function in undertaking adult safeguarding enquiries and will primarily be centred on assessing risks and working towards service user outcomes.

Within this role we are looking for experience of working directly with service users and partner agencies. In return we offer a supportive team environment; are committed to continuous professional development and offer regular supervision and annual appraisal.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Calum Titley, Team Manager, on 01642 527528.

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

## **ADULTS & HEALTH JOB DESCRIPTION**

**Post Title:** Social Worker  
**Post Ref:** C19568 / C13167  
**Grade:** J-L  
**Responsible to:** Team Manager

### **Job Purpose:**

To undertake safeguarding enquiries in relation to any abuse/neglect concern. The primary purpose is to stop abuse and neglect where possible from occurring and to prevent harm and reduce risk of abuse or neglect to adults with care and support needs.

### **Main Duties and Responsibilities:**

1. To be committed to safeguarding the residents of Stockton-on-Tees, ensuring that all safeguarding procedures are adhered to.
2. Undertake safeguarding enquiries in a timely manner to determine on what further action needs to be taken.
3. Work to the principles of making safeguarding personal, ensuring where possible the adult is fully involved and views, wishes and outcomes are considered.
4. To actively participate in and chair safeguarding strategy meetings.
5. To undertake and participate in risk assessments and risk management strategies, and to refer to other agencies where appropriate.
6. To undertake statutory duties as required, e.g. compile reports, attend courts, attend mental health tribunals.
7. To work in partnership with partner agencies to ensure a timely and effective response in relation to safeguarding concerns.
8. To refer to appropriate care management teams should there be an appearance of need.
9. To provide appropriate social work to individuals and families as required.
10. To communicate effectively and provide advice and information to clients.
11. To ensure that all information gained is recorded and distributed appropriately, in line with confidentiality requirements.
12. To ensure that appropriate records are maintained in accordance with the departmental policy.
13. To ensure that individual professional standards are maintained, including full compliance with policy and procedural guidelines and accepting primary responsibility for the level and quality of casework recording.
14. To ensure that issues relating to poor quality services and care of the client are passed to the relevant officers within the Department.
15. To take reasonable care of your own health and safety and co-operate with management, so far as necessary, to enable compliance with the Authorities health and safety rules and legislative requirements.
16. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

17. To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
18. To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-On-Tees Borough Council

The job description is intended as a guide to the key responsibilities and duties of the post. It is not an exhaustive list of all duties and may be subject to amendments to reflect the developing service.

**ADULTS & HEALTH  
PERSON SPECIFICATION**

**Post Title:** Social Worker  
**Post Ref:** C19568 / C13167

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<p>A recognised Social Work Qualification for e.g. DipSW or CQSW</p> <p>Registered with the Health Care Professionals Council</p> <p>Level J – have successfully undertaken or will successfully undertake the ASYE program</p> <p>Level K and above – to have completed the AYSE/NQSW programme if appropriate</p> <p>Positive enhanced DBS clearance</p>	Best Interest Assessors Qualification
<b>Experience/Knowledge</b>	<p>Working knowledge of all legislation relevant to the post</p> <p>Knowledge of how key agencies work together in supporting individuals and families</p> <p>Experience of working directly with service users</p>	Adult Safeguarding experience

<b>Skills &amp; Abilities</b>	<p>Ability to work alone or as part of a team, using own initiative where appropriate</p> <p>Ability to communicate effectively with both children and adults – including with those who have communication difficulties</p> <p>Proven assessment skills including risk assessment</p> <p>Proven ability to work in partnership</p> <p>Good organisational skills and IT skills</p> <p>Ability to work to tight time scales and to meet targets</p>	<p>Working knowledge of Care Director</p> <p>Experience of chairing meetings</p>
<b>Personal factors</b>	<p>Team worker</p> <p>Reliable</p> <p>Motivated</p> <p>Customer focus</p> <p>Confident but respectful</p> <p>Ensures confidentiality</p> <p>Honest and trustworthy</p> <p>Flexibility</p> <p>Positive attitude</p>	

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.