

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 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.

Key Worker**Vacancy ID: 006961**

Salary: £21,057 - £22,434 Annually

Closing Date: 04/12/2016

Benefits & Grade

Grade H

Contract Details

Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

The successful candidate will be responsible for ensuring planned activities for people with learning disabilities are outcome based and clients are enabled to develop to their full potential.

The post holder will attend regular client reviews, develop risk assessments, engaging both clients and carers in the process with a view to maximising their stimulation and independence through participation in chosen interests.

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

For a further informal discussion, please contact Jackie Alderdice, Day Services Manager, on 01642 527880.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email 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: Key Worker
Post Ref: 32392
Grade: H
Responsible to: Senior Support Worker (Development)

Job Purpose:

To ensure outcome based service user PCP's are developed, monitored and reviewed, engaging both service users and carers' in the process with a view to maximising service user stimulation and independence through their participation in chosen interests.

Main Duties and Responsibilities:

1. To ensure processes and procedures for the development, monitoring and review of service user PCP', including risk assessment, are followed for allocated service users.
2. With the participation of service users and their carer(s) assess service user needs to explore personal interests encouraging associated or new interests in order to develop an outcome focused PCP, from the care managers care plan, which is then monitored and reviewed. This includes a risk assessment process.
3. Liaise with the Senior Support Worker regarding implementation of the PCP and with Support Workers to receive feedback on participation and progress, as well as analysing records maintained by Support Workers.
4. Directly observe service user, as appropriate.
5. Attend review meetings to ensure assessed needs of service users are understood and contribute information from attendance at day services. To be responsible for updating service user documentation as a result of review meetings.
6. Research universal services which can be accessed independently or through support to ensure service user choice in participation in activities of interest.
7. As "Key Worker" deal with any issues referred by a Senior Support Worker in relation to a service users attendance at day services.
8. Working in partnership with service users and their families to ensure the well-being of each service user is central to their attendance at day services and that decisions relating to their attendance are open and transparent.
9. Ensure the health and welfare of service users including education, employment, leisure and occupational activities.
10. Ensure cultural, religious and linguistic needs of service users are met.
11. To ensure all information and documentation, in accordance with service procedures, in relation to service users is recorded accurately and timely.

12. Where appropriate to undertake the role of Support Worker (grade E).
13. To follow all relevant statutory, policy, codes of practice and procedure guidelines associated with the operation of the service.
14. To co-operate in ensuring service aims and objectives are implemented.
15. To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate with the standards required by Stockton-on-Tees Borough Council
16. To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.
17. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
18. To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

This job description outlines the main activities of the post holder. It is not meant to be, nor is it, an exhaustive or exclusive list of specific duties and activities. The post holder will be expected to undertake any duties which could reasonably be construed as being within the remit of the post and which arise out of changes in legislation, regulations, orders rules and working practices, methods and procedures and reviews, as directed from time to time.

**ADULTS & HEALTH
PERSON SPECIFICATION**

Post Title: Key Worker
Post Ref: 32392

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Good general education Level 3 Diploma in Health and Social Care or equivalent	HSC 3407/375 Support Use of Medication in Social Care Settings	Application Form Certificate Check Interview
Experience and knowledge	<p>An understanding of the needs of adults with a learning disability</p> <p>Experience of working directly with adults with a learning disabilities</p> <p>Knowledge of the legislation and good practice that underpins adult care in care settings</p> <p>A willingness to undertake any training commensurate with the post</p> <p>Knowledge of and experience of the assessment, care planning and review systems for adults with a learning disabilities</p> <p>Knowledge of the pressures and the difficulties families face supporting adults with learning disabilities to remain living at home</p> <p>Experienced in supporting families to build and maintain positive relationships with their family members</p>	Working knowledge of the requirements of how providers of Health and Social Care comply with the Health and Social Care Act (Regulated Activities) Regulations 2010, and the Care Quality Commission (Registration) Regulations 2009	Application Form Interview and references

Skills and Ability	<p>Good communication skills (oral and written)</p> <p>Ability to take guidance and instruction from management</p> <p>Ability to work alone , whilst using initiative, or as part of a team</p> <p>Skilled in formulating and reviewing Care Plans, including PCP's, and Risk Assessments</p> <p>Ability to implement Care Plans, including PCP's, and Risk Assessments</p> <p>Have the ability and be skilled in carrying out Key Worker duties</p> <p>Ability to maintain records</p> <p>IT Skills</p> <p>Be prepared to accept structured supervisions and appraisals</p> <p>To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post</p>		Application Form Interview and references
Personal Attributes	<p>Client focused</p> <p>Approachable</p> <p>Friendly</p> <p>Enthusiastic</p> <p>Positive approach and motivated</p> <p>Positive role model for staff and clients</p> <p>Reliable honest and flexible</p>		Application Form Interview and references
Special Requirements	<p>Able to work at short notice to cover sickness and holidays</p> <p>Able to work early morning</p>	Clean driving licence	

	<p>and evenings and weekends as required</p> <p>The job involves working directly with adults with a learning disability and therefore is subject to a DBS check</p>		
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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.