

## **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.

## **Support Worker**

**Vacancy ID: 006983**

Salary: £8,908.65 - £9,280.54 Annually

Closing Date: 11/12/16

### **Benefits & Grade**

Grade E

### **Contract Details**

Temporary for 1 year

### **Contract Hours**

20 hours per week

### **Disclosure**

The successful applicant will be subject to an Enhanced DBS check

### **Job Description**

An opportunity has arisen in the STEPs team to support the delivery of the FirstSTEPs project. This exciting Public Health initiative aims to offer Community Bridge Building to disabled individuals with low to moderate needs.

We require a Support Worker who can support clients to become more independent, confident and engaged in the local community. The ideal candidate will have excellent communication skills and be able to provide a high standard of person centred support to facilitate any employment, recreational or leisure activity. In addition the project encourages healthy life choices and ensures better access to health services.

The successful applicant will provide support to disabled adults and join an established and highly motivated team. The applicant will need to have experience of working with disabled people; show flexibility and have the ability to motivate and encourage clients alongside the ability to promote and support the benefits of independence.

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

For a further informal discussion, please contact STEPs Deputy Manager Chris Thompson or Personal Development Advisor Gemma Quinn on 01642 524525.

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:** Support Worker  
**Post Ref:** 31909  
**Grade:** E  
**Responsible to:** Team Manager

**Job Purpose:**

To support the identified needs of disabled adults to enable and empower them to overcome the barriers to personal development.

**Main Duties and Responsibilities:**

1. To support, where there is an assessed need with the personal development of clients.
2. To support/assist clients attending training, voluntary work.
3. To support disabled clients to participate in social and vocational activities.
4. To co-work with Personal development Advisors supporting clients to achieve objectives identified within an outcome focused plan.
5. To maintain up to date and accurate records.
6. To attend team meetings and participate in the development of the service.
7. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
8. 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.
9. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
10. 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 outlines the main activities of the post holder. It is not meant to be, nor is it, an exhaustive 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:** Support Worker  
**Post Ref:** 31909

**Qualifications**

Essential	A good standard of general education NVQ Level 2 in Care
Desirable	A willingness to work towards NVQ Level 3 in Care

**Skills and abilities**

Essential	Good communicator. Ability to motivate and encourage others Ability to promote independence Ability to work in a person centred way
Desirable	An understanding of the barriers faced by disabled people

**Experience**

Essential	Experience of working with disabled people
Desirable	Able to demonstrate an understanding of the needs of the individual

## **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.