

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.

Care Assistant

Vacancy ID: 006985

Salary: £13,362.97 - £13,920.81 Annually

Closing Date: 01/01/2017

Benefits & Grade

Grade E

Contract Details

Permanent

Contract Hours

30 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

We are looking for a highly dedicated and enthusiastic individual to join an experienced team of Care Assistants at the Halcyon Centre providing high quality social, therapeutic and personal care to up to 90 adults and older people per day some of whom suffer from dementia and dementia like conditions.

Our committed, experienced team offer people support to meet their needs whilst maintaining and promoting independence wherever possible. Our focus at the Halcyon Centre is on providing opportunities to empower and enable people to achieve their full potential through providing a wide range of therapeutic activities in a stimulating, supportive and friendly environment

The successful candidate will become part of a large team of Care Assistants led by 3 Senior Care Assistants under the overall direction of a Deputy Manager and Manager. We are looking for a committed and enthusiastic individual who is client focussed a good team player with a keen desire to develop and learn within this setting.

Experience of working with older people with mental health needs including dementia and dementia like illnesses is desirable but not essential. You will need a minimum of QCF Level 2 Diploma in Health & Social Care (Adults) or NVQ Level 2 in Care (Adults) or be willing to work towards these qualifications. Dementia Awareness and other relevant training is also desirable although this will be provided to the right candidate.

Please ensure you refer to the essential and desirable criteria as detailed in the Person Specification document when completing your application as these will be used to select candidates for interview.

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

For a further informal discussion, please contact Becky Williams, Manager, on 01642 528028

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 AND HEALTH JOB DESCRIPTION

Post Title: Care Assistant
Post Ref: 13205
Grade: E
Responsible to: The Centre Manager

Job Purpose

The physical, therapeutic, social and personal needs of clients under the general supervision of the manager.

Duties and Responsibilities

1. To assist, where necessary with the feeding and toileting of clients.
2. To assist with bathing, dressing and undressing of clients when necessary
3. To contribute to the social activities and the mental stimulation of clients by planning, preparing and delivering meaningful activities taking account of individual client needs and abilities.
4. To create and maintain a supportive atmosphere where clients can achieve maximum independence by encouragement.
5. To encourage clients to participate in social and occupational activities within the Centre where appropriate.
6. To undertake key worker responsibility for an identified number of clients
7. To complete individual personal profile records for each client you are responsible for within your key worker role
8. To monitor and record the outcome of activities in order to develop and enhance delivery
9. To source and purchase materials for specific activities
10. To ensure risk assessments are completed and understood for each activity delivered, and COSHH assessments for materials used.
11. To monitor the diet and health of the clients which may involve the completion of assessment forms, log/report books and daily diaries.
12. To ensure the safety of clients at all times, i.e. awareness the fire drill and other emergency procedures in the home.
13. To undertake work in accordance with the defined policy of the Department.
14. The Care Assistant, should, subject to the individual needs of the Centre participate in the agreed working roster, which may from time to time need to be adjusted/altered.
15. To participate in the 'Key Worker' system, Care Assistants will be required to participate in the programme.
16. To enhance the image of the Service within the Authority by promoting awareness of services and achievements and encourage greater awareness.
17. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

18. 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 authorities health and safety rules and legislative requirements.
19. To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
20. 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.

This job description outlines the main activities of the postholder. 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 legislation, regulations, orders rules and working practices, methods and procedures and reviews, as directed from time to time.

ADULTS AND HEALTH PERSON SPECIFICATION

Post Title: Care Assistant
Post Ref: 13205

FACTOR	ESSENTIAL	DESIRABLE
a) Qualifications	QCF Level 2 Diploma Health & Social Care (Adults) or NVQ Level 2 Care (Adults) Or willing to work towards. Literacy and basic numeracy	
b) Experience Knowledge	Knowledge of legal framework	Working in a care setting
c) Skills and Abilities	Good communicator Ability to motivate/encourage Ability to plan and deliver meaningful activities appropriate to client group Ability to promote Independence Client focussed Follow Departmental policies and procedures Be an effective member of the team	Recording and reporting Knowledge of other language i.e. sign
d) Personal factors	Caring, flexible, motivated Able to motivate others Reliable, patient, good time keeping Able to promote service image Committed to personal development	

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.

