

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: 006986

Salary: £9.4600 per hour

Closing Date: 01/01/2017

Benefits & Grade

Grade E

Contract Details

2 Posts, Casual

Contract Hours

To work as and when required

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

We are looking for two highly dedicated and enthusiastic individuals to provide flexible cover for 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 candidates 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: 33768
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: 33768

FACTOR	ESSENTIAL	DESIRABLE
a) Qualifications	QCF Level 2 Diploma Health & Social Care (Adults) or NVQ Level 2 Care (Adults) 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	