

## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington 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: 007333**

Salary: £8,536 - £8,886 Annually

Closing Date: 02/04/2017

### **Benefits & Grade**

Grade I

### **Contract Details**

Permanent

### **Contract Hours**

18.5 hours per week - initially Mon, Thurs & Fri, 8.30am – 3pm

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

Darlington Borough Council's Provider Services has a job vacancy for a Support Worker who has an interest in supporting adults with learning disabilities in Day Services. The support we currently provide enables individuals to maintain and further develop skills to maximize independence and ensure their assessed needs are met.

We are looking to recruit a caring, motivated and creative individual to provide both personal and practical support to people with a variety of needs, including some behavioural issues and complex physical needs.

The roles will include supporting people to take part in a range of both in house and outreach activities with a focus on skill development and community inclusion.

As an employer we can offer you:

- Competitive holidays
- Training relevant to your role
- An opportunity to join the local government pension scheme
- Regular Management Supervision

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

For a further informal discussion, please contact Mandy Waterson, Day Service Officer, on 01325 405575.

An online application form and further information are available from [www.darlington.gov.uk/job-vacancies](http://www.darlington.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)

## **DARLINGTON BOROUGH COUNCIL**

### **ADULT SERVICES**

#### **JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	SUPPORT WORKER
<b><u>GRADE :</u></b>	I
<b><u>JOB EVALUATION NO.</u></b>	A475
<b><u>REPORTING RELATIONSHIP</u></b>	DESIGNATED MANAGER
<b><u>JOB PURPOSE :</u></b>	Working with people within care settings to enable them to achieve maximum independence
<b><u>POST NO.</u></b>	D13162
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 1, Expected Competencies for all employees

#### **MAIN DUTIES/RESPONSIBILITIES**

1. To be involved in a working relationship with specific service users within an agreed care plan and, under guidance from the senior worker, support service users to achieve maximum independence. This to be done by offering support, guidance and promoting the necessary environment and structure within and outside the establishment.
2. Through discussion with the senior worker, assist in the implementation of the care plan and through daily observation and recording provide information regarding service user progress to enable the senior worker to review the individual service user care plan.
3. Assist the service user to deal with behavioural problems and work to meet the emotional and social needs of service users.
4. Contribute to the movement and handling of individuals to maximise their physical comfort, helping to improve and maintain mobility through exercise, and the use of mobility appliances as directed.
5. The duties will also include a range of physical, social and personal care tasks helping service users to maintain contact with family, friends and community, assisting with shopping and recreation and creating a supportive, homely, enabling atmosphere where service users can achieve maximum independence.
6. To take his/her share of responsibility for being a member of a team of staff in the establishment and to attend meetings and to involve service users in this process where appropriate.
7. To participate and be involved in planned regular formal supervision sessions and appraisal processes and undergo relevant training as required.
8. To promote service provision which supports person centred approaches.

9. To promote and participate in good care practice methods and encourage equal opportunities.
10. To co-operate with the implementation and maintenance of documentation and working practices relating to the duties described above in connection with quality assurance systems that may be introduced to the establishment.
11. To undertake any relevant training to maintain or gain new skills within the remit of their role
12. Satisfactory completion of the Authority's 26-week probationary period is subject to compliance and completion, where applicable of the Skills for Care Common Induction National Standards. Irrespective of whether the probationary period applies, compliance with the National Standards will be a condition of employment. In addition, we will encourage care workers with all client groups to undertake appropriate awards. Further information on the above is available from your manager.
13. To work flexibly on a rota system for Bank Holidays, evenings and weekends and participate in flexible working arrangements including waking nights and sleep in duties as necessary.
14. To safeguard and promote the welfare of vulnerable persons for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
15. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
16. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
17. Carry out your role in line with the Council's Equality agenda.
18. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
19. Any other duties of a similar nature related to this post that may be required from time-to-time.
20. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers

<p><b>THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE AUTHORITY.</b></p>
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Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**DARLINGTON BOROUGH COUNCIL****ADULT SERVICES****PERSON SPECIFICATION****SUPPORT WORKER****POST NO – D13162**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	Ability and commitment to work towards qualifications in Care or relevant subject as required by the Authority	<b>E</b>	
<b>2</b>	NVQ 2/3 in Care or a relevant subject		<b>D</b>
	<b>Experience &amp; Knowledge</b>		
<b>3</b>	Positive attitude towards supporting people with a learning disability with the lifestyle of their choice	<b>E</b>	
<b>4</b>	Experience of working with people with learning disabilities	<b>E</b>	
	<b>Skills</b>		
<b>5</b>	Ability to apply accurate literacy and numeracy skills, to include spelling, punctuation, grammar, percentages and decimals	<b>E</b>	
<b>6</b>	Ability to communicate both orally and in writing to a wide range of audiences	<b>E</b>	
<b>7</b>	Ability to work successfully as part of a team and on own initiative	<b>E</b>	
<b>8</b>	Able to demonstrate an organised approach to work		<b>D</b>
<b>9</b>	Able to demonstrate skills in assessment/personal action planning		<b>D</b>
<b>10</b>	Knowledge of Person Centred Approaches		<b>D</b>
<b>11</b>	Able to organise housekeeping arrangements		<b>D</b>
	<b>Personal Attributes</b>		
<b>12</b>	Able to demonstrate sensitivity to needs and feelings of service users	<b>E</b>	
<b>13</b>	Non-judgemental attitude	<b>E</b>	

<b>14</b>	Enthusiastic approach to work		<b>D</b>
<b>15</b>	Reliable and honest with a flexible approach to work	<b>E</b>	
	<b>Special Requirements</b>		
<b>16</b>	Flexible approach to work, with the ability to work shift patterns in accordance with a rota, which will include evenings, nights and weekends as required by the setting	<b>E</b>	
<b>17</b>	Capable of independent travel to carry out the requirements of the post	<b>E</b>	
<b>18</b>	Satisfactory Enhanced DBS Disclosure Check	<b>E</b>	
<b>19</b>	The ability to communicate at ease with customers and provide advice in accurate spoken English	<b>E</b>	

## **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 currently 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 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

### **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 for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

### **Part time applications**

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

### **Payment of Wages and Salaries**

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. 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 Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.