

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.

Community Support Worker

Vacancy ID: 007435

Salary: £21,268 - £22,658 Annually

Closing Date: 23/04/2017

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

We are seeking an individual who will be able to work under the direction of qualified practitioners to deliver planned interventions to service users within the Adult and Older People Mental Health Team.

You will be required to support the Social Work team to undertake the role of back up for Mental Health Act Work.

You will work alongside multi agency colleagues to deliver a high quality of social care.

Stockton Borough Council is totally committed to continuous organisational and employee development. The post holder is required to participate fully in all initiatives, which facilitate continuous professional development in both service quality and employee development and performance.

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

For a further informal discussion, please contact Gillian Garry, Team Manager, on 01642 368600.

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: Community Support Worker
Post Ref: 32721
Grade: H
Responsible to: Team Manager
Hours of work: To be flexible to work the hours required to undertake the job role which includes evening and weekend working, as required

Job Purpose:

To work with service users and their families/carers in implementing their Care Plan through identifying services needed to support them in enhancing their independence to live at home and access community services.

Main Duties and Responsibilities:

1. To work with care management in ensuring service users receive support and services which meet assessed needs to enhance their independence, in accordance with their Care Plan.
2. To work with new service users, promoting Recovery principles.
3. To ensure engagement and communications with service users and their carer(s) in the provision of support and services. To promote social inclusion and signpost to relevant services as required.
4. To support service users in all matters associated with continuing independent support living including temporary arrangements to determine suitability, tenancy matters, use of personal budgets etc.
5. To work with care management in providing community support to people wishing to return and live in the borough or people living in the borough accessing out-of borough services who wish to access services in the borough.
6. Liaise with providers to ensure smooth transition into services.
7. To maintain documentation as required.
8. Attend review meetings to ensure assessed needs of service users are understood and contribute information. To support service users in early intervention and prevention of crisis situations as well as supporting service users who have been identified as in a crisis situation by care management.
9. To promote the take up of personal budgets and support service users through this process where they choose to take up a personal budget.
10. Research universal services which can be accessed independently or through support to ensure service user choice in participation in activities of interest.

11. Working in partnership with service users and their families to ensure the well-being of each service user is central to any decisions made relating to their assessed needs.
12. Ensure the health and welfare of service users including education, employment, leisure and occupational activities are incorporated into support plans.
13. Ensure cultural, religious and linguistic needs of service users are met.
14. To ensure all information and documentation, in accordance with service procedures, in relation to service users is recorded accurately and timely.
15. To follow all relevant statutory, policy, codes of practice and procedure guidelines associated with the operation of the service.
16. To co-operate in ensuring service aims and objectives are implemented.
17. To participate in the AMHP rota undertaking back up duties.
18. To ensure that all customers both internal and external, receives a consistently high quality level of service, commensurate with the standards required by Stockton-on-Tees Borough Council.
19. 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.
20. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
21. 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 rule and working practices, methods and procedures and reviews, as directed from time to time.

**ADULTS AND HEALTH
PERSON SPECIFICATION**

Post Title: Community Support Worker
Post Ref: 32721

Qualifications

Essential

- A good standard of general education/Care qualifications
- NVQ 3 Health & Social Care

Desirable

Skills and abilities

Essential

- Positive attitude to this client group
- Ability to work under direction of qualified worker to implement plans that relate to assessed need
- Possess the necessary skills to enable clients to develop individual skills, using self and others as resource.
- To contribute to reviews and monitor the effectiveness of individual programmes.
- To work as part of a multi disciplinary team with other agencies and groups.

Desirable

- Skills to identify mental health problems and link into appropriate professionals/agencies.
- Able to contribute to the assessments of clients needs and to the development of a care plan to meet these needs.

Experience

Essential

- Evidence of some relevant working experience of this client group
- Able to demonstrate an understanding of social barriers/exclusion pertinent to this client group
- Wider understanding of the social barriers/exclusion pertinent to this client group

Desirable

- Experience of working directly with this client group in a social care setting
- Demonstrate a knowledge of the range of services available to this client GP.
- An understanding of the Care Act
- Knowledge of local facilities within the community.
- Lived experience

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.