

## **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: 007485**

Salary: £11,338.51 - £11,769.59 Annually

Closing Date: 14/05/2017

### **Benefits & Grade**

Grade E, plus unsociability allowance

### **Contract Details**

Permanent

### **Contract Hours**

25 hours per week, 7 shifts over 2 weeks with alternate weekends

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

We are looking for an enthusiastic and dedicated person to join the existing team at Rosedale Centre based in Bishopsgarth, Stockton-on-Tees, as a day Support Worker.

The role involves the provision of personal, social and therapeutic care to short stay clients receiving a Residential Rehabilitation and Assessment service. You would be working between the hours of 07:00 and 22:00 on a shift pattern with alternate weekends.

If you have a QCF Level 2 in Health and Social Care or equivalent, or working towards this award and have previous experience in a care/support role, good communication skills, a flexible approach and a genuine commitment to this client group, we would like to hear from you.

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

For a further informal discussion, please contact Jean Spedding, Registered Manager on 01642 528088.

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 AND HEALTH JOB DESCRIPTION**

**Post Title:** Support Worker  
**Post Ref:** 33411  
**Grade:** E  
**Responsible to:** Registered Manager

### **Job Purpose:**

The physical, therapeutic and personal needs of clients under the general supervision of the managing officer.

### **Main Duties and Responsibilities:**

1. To assist, where necessary with the dressing, feeding, bathing and toileting of clients.
2. To contribute to the social activities and the mental stimulation of clients.
3. To create and maintain a supportive homely atmosphere where clients can achieve maximum independence.
4. To ensure that all bedding, linen and personal items of clothing are taken to the laundry area.
5. Responsible for bed making and an adequate supply of clean clothing and linen.
6. To encourage clients to participate in social and occupational activities within and outside the home where appropriate.
7. To monitor the diet and health of the clients which may involve the completion of assessment forms, log/report books and daily diaries.
8. To ensure the safety of clients at all times, i.e. awareness of the fire drill and other emergency procedures in the home.
9. To assist in the serving, distribution and clearance of food at meal times.
10. To ensure the safe use and operation of equipment, i.e. wheelchairs and bath hoists.
11. To ensure that personal items of clothing have a means of identification before laundering.
12. To undertake hospital escort duty, when necessary (e.g. if client has dementia and family are unavailable to escort)
13. Completion of the day duty book on any matters affecting clients.
14. To undertake the work in accordance with the defined policy of the Department.
15. The Support Worker, should, subject to the individual need of the home, participate in the agreed working roster, which may from time to time need to be adjusted / altered.

16. To enhance the department's image within the authority by promoting awareness of services and achievements and encourage greater participation.
17. 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.
18. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
19. To undertake such other duties and responsibilities commensurate with the grading 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

**ADULTS AND HEALTH  
PERSON SPECIFICATION**

**Post Title:** Support Worker  
**Post Ref:** 33411

**Qualifications**

**Essential**

QCF Diploma level 2 or equivalent in Adult Health and Social Care, or working towards it.

**Essential**

Client focussed  
Good communicator  
Ability to encourage, motivate and promote independence  
Be an effective member of the team  
Ability to use own initiative  
Good Recording and reporting skills

**Desirable**

Knowledge of other language, i.e. sign

**Experience/Knowledge**

**Essential**

Experience of working in a care setting  
Good standard of literacy and basic numeracy  
Knowledge of Social Care legal framework

**Personal Factors**

**Essential**

Caring, flexible, motivated  
Able to motivate others  
Reliable, patient, good time keeping  
Able to promote service image  
Commit 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.