

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: 008469

Salary: £6,942.26 - £14,485.34 Annually

Closing Date: 18/02/2018

Benefits & Grade

Grade D

Contract Details

Temporary for 12 months initially with a possible extension

Contract Hours

3 x 32.5 hours per week (£13,884.52 - £14,485.34 annually)

1 x 16.25 hours per week (£6,942.26 - £7,242.67 annually)

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

You will be involved in all aspects of personal care delivery, participate in providing a caring and stimulating environment and service for the people with Complex Needs accessing Allensway day options, ensuring caring and supportive relationships are developed towards families and carers.

It would be expected that you undertake regular statutory training.

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

For a further informal discussion, please contact Jackie Alderdice, Day Options Manager, on 01642 527880.

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 & HEALTH
JOB DESCRIPTION**

Post Title: Care Assistant
Post Ref: 34147 – 34152
Grade: D
Responsible to: Day Options Coordinator / Day Options Manager

Job Purpose:

Ensure the well-being of service users by providing direct personal care and assist in support activities as required.

Main Duties and Responsibilities

1. To undertake tasks associated with direct personal care of service users including for example toileting, bathing, dressing, supporting with feeding ensuring safe use and operation of all equipment used.
2. To assist in supporting activities, as required.
3. To create and maintain a supportive atmosphere where service users can achieve maximum stimulation and independence through encouragement and support in their participation in “activities” and personal care.
4. To ensure basic service user information is recorded accurately and timely.
5. Ensure the Senior Support Worker is aware of any issues of concern relating to service users during their attendance at day services.
6. Ensure cultural, religious and linguistic needs of service users are met.
7. To follow all relevant statutory, policy, codes of practice and procedure guidelines associated with the operation of the service.
8. To co-operate in ensuring service aims and objectives are implemented.
9. To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate with the standards required by Stockton-on-Tees Borough Council
10. 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.
11. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
12. 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 rules and working practices, methods and procedures and reviews, as directed from time to time.

**ADULTS & HEALTH
PERSON SPECIFICATION**

Post Title: Care Assistant
Post Ref: 34147 – 34152

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	Good general education	Level 2 Diploma in Health and Social Care or equivalent.	Application Form Certificate Check Interview
Experience and knowledge	<p>An understanding of the needs of adults with a learning disability</p> <p>Experience of working directly with adults with a learning disabilities, particularly in relation to personal care</p> <p>A willingness to undertake any training commensurate with the post</p> <p>Understanding of Risk Assessments</p>	Knowledge of the pressures and the difficulties families face supporting adults with learning disabilities to remain living at home	Application Form Interview and references
Skills and Ability	<p>Good communication skills (oral and written)</p> <p>Ability to take guidance and instruction from management</p> <p>Ability to work alone , whilst using initiative, or as part of a team</p> <p>Ability to maintain records</p> <p>Be prepared to accept structured supervisions and appraisals</p> <p>To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post</p>		Application Form Interview and references

Personal Attributes	<p>Client focused</p> <p>Approachable</p> <p>Friendly</p> <p>Enthusiastic</p> <p>Positive approach and motivated</p> <p>Positive role model for staff and clients</p> <p>Reliable honest and flexible</p>		<p>Application Form</p> <p>Interview and references</p>
Special Requirements	<p>The job involves working directly with adults with a learning disability and therefore is subject to a DBS check</p>	<p>Clean driving licence</p>	

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.