

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.

Support Worker

Vacancy ID: 008556

Salary: £10,204.66 - £10,592.64 Annually

Closing Date: 18/03/2018

Benefits & Grade

Grade E, plus unsociability allowance

Contract Details

Permanent

Contract Hours

22.5 hours per week (3 week rota)

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

The following vacancy is at Oak Road which is a small, homely Residential Care Home providing support for six Adults who have an identified learning disability and are living in the Borough of Stockton-On-Tees. At our last inspection we are proud to have achieved a CQC rating of GOOD in all areas.

We are looking for an experienced, committed and enthusiastic individual who can demonstrate and deliver high standards of person centred care and support to people who have a learning disability and are living at Oak Road.

You will be involved in all aspects of personal care delivery and participate in providing a caring and stimulating environment which promotes choice, independent daily living skills and social activities both within the house and also in the wider community.

You will be qualified to a minimum of NVQ/Diploma Level 2 in a Health and Social Care related subject (including medication administration) and be expected to attain Level 3 in Administering Medication within two months of appointment.

The post requires the person to work a shift pattern covering 365 days which includes working days, evenings, weekends and public holidays. You will participate to an agreed rota but would be expected to be flexible to meet the changing requirements of the people who access the service and the running of the home.

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

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Diane Hawkes, Unit Manager, on 01642 528611

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: Support Worker
Post Ref: 33594
Grade: E
Responsible to: Assistant Manager

Job Purpose:

To develop and sustain positive relationships with the people who live at Oak Road, enabling them to become as independent as possible.

Main Duties and Responsibilities

1. Enable people to maximise their independence, developing their confidence and overall effectiveness in :-
 - a. Living independently
 - b. Personal care and hygiene
 - c. Daily living skills
 - d. Using community resources and facilities
 - e. Social, leisure and work activities
 - f. Personal safety
 - g. Health and well-being including for example medical appointments, diet
 - h. Maintaining contacts with family and friends and relationships with other tenants.
2. To oversee, and where appropriate directly support people in daily living activities for example personal care, preparation of meals, bed making, cleaning duties, shopping ensuring safe use and operation of all equipment used.
3. To ensure person centred support plans are followed and implemented for the people living at the home.
4. As required, participate in the implementation and delivery of activities ensuring appropriate records are completed.
5. Ensure cultural, religious and linguistic needs of people living at the home are met.
6. To assist with the admittance and discharge of people, ensuring procedures are followed and documentation completed.
7. To ensure the safe handling and recording of medication dispensed, in accordance with procedures, and to participate in the issuing of medication to people living at the home.
8. To ensure all information and documentation, in accordance with service procedures, in relation to people living at the home are recorded accurately and timely.
9. To ensure all records are completed and the Senior Support Worker is aware of any issues affecting people living at the home, prior to shift handover.
10. To follow all relevant statutory, policy, codes of practice and procedure guidelines associated with the operation of the service.
11. To co-operate in ensuring service aims and objectives are implemented.
12. 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

13. 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.
14. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
15. 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: Support Worker
Post Ref: 33594

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications and Education	<p>Good general education GCSE level qualification or equivalent</p> <p>Level 2 Diploma in Health and Social Care or equivalent.</p> <p>Level 2 (minimum) Certificate in Understanding the Safe Handling of Medication</p> <p>(There will be a requirement to undertake Level 3 Medication training within two months of appointment)</p>	<p>Level 3 Diploma in Health and Social Care or equivalent.</p>	<p>Application Form</p> <p>Certificate Check</p> <p>Interview</p>
Experience and knowledge	<p>An understanding of the needs of adults with a learning disability</p> <p>Minimum of two years experience of working directly with adults with learning disabilities</p> <p>Knowledge and experience of good practice that underpins adult care in care settings</p> <p>Knowledge and experience of how to implement Person Centred Care Plans and Individual Risk Assessments</p> <p>A willingness to undertake any training commensurate with the post</p>	<p>Knowledge of and experience of the assessment, care planning and review systems for adults with a learning disabilities</p> <p>Experience of supporting adults with learning disabilities to access community based services and activities.</p> <p>Knowledge of the pressures and the difficulties families face supporting adults with learning disabilities to remain living at home</p> <p>Knowledge of the legislation that underpins adult care in care settings</p>	<p>Application Form</p> <p>Interview and references</p>
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>Skilled in the adapting activities to meet individual needs and circumstances</p>	<p>IT Skills with a willingness to undertake training on appointment to meet the requirements of the job role</p>	<p>Application Form</p> <p>Interview and references</p>

	/situations from PCP's Ability to maintain records Be prepared to accept structured supervisions and appraisals To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post		
Personal Attributes	Client focused Approachable Friendly Enthusiastic Positive approach and motivated Positive role model for staff and clients Reliable honest and flexible		Application Form Interview and references
Special Requirements	Able to work a range of shifts (early morning, late shifts, sleepovers) at short notice to cover sickness and holidays, if part time The job involves working directly with adults with a learning disability and therefore is subject to a DBS check	Clean driving licence	

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.