

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.

Social Worker

Vacancy ID: 008750

Salary: £25,951 - £37,306 Annually

Closing Date: 29/04/2018

Benefits & Grade

Grade J – M (pay award pending)

Contract Details

Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

Stockton Learning Disability Service is based in Wessex house, Preston Business Park in Stockton-on-Tees and offers the opportunity to work with adults with a learning disability and their carers using a person centred approach. The team is committed to promoting independence, choice and control and promoting Self Directed Support where people are eligible for social care support. The team works within a wider supportive multi-disciplinary environment and is co-located with health colleagues.

The key role of this post is to ensure that the needs of adult's with learning disabilities are supported appropriately according to current legal, government and departmental policy, guidance and procedures. Experience of working in this area is preferred.

Ability to travel independently is essential.

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 Amanda Povey, Team Manager or Annemarie Smith / Melanie Smiles, Senior Practitioner, on 01642 368550.

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: Social Worker
POST REF: 33709
GRADE: Grade J-M
RESPONSIBLE TO: Team Manager

Job Purpose:

To provide a comprehensive Social Work service to Adults and their carers across the Stockton Borough.

Main Duties and Responsibilities

1. To be committed to safeguarding the residents of Stockton-On-Tees, ensuring that all safeguarding procedures are adhered to.
2. To undertake and participate in risk assessments and risk management strategies, and to refer to other agencies where appropriate.
3. To undertake statutory duties as required, e.g. compile reports and attend courts.
4. To undertake comprehensive assessments of need in conjunction with appropriate staff from other teams and/or agencies in accordance with agreed policies, procedures and guidelines.
5. To formulate and design appropriate care plans to meet identified needs in line with agreed policies and budgetary provision.
6. To identify suitable providers and to arrange the delivery of appropriate care packages. To identify and feedback to the Team Manager any service provision deficiencies.
7. To provide appropriate social work to individuals and families as required.
8. To promote social work values
9. To ensure that individual professional standards are maintained, including full compliance with policy and procedural guidelines and accepting primary responsibility for the level and quality of casework recording.
10. To feed back to the team manager any problems in relation to the effective provisions of service and/or policies.
11. To work effectively within an integrated Team environment in which services from Adults and Health work closely together.
12. To actively participate in, or to chair meetings.
13. To work closely with the Voluntary and independent sector.

14. To take reasonable care of your own health and safety and cooperate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.
15. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
16. To enhance the departments image within the authority by promoting awareness of services and achievements.
17. To undertake such other duties and responsibilities commensurate with the grading of the post.
18. 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
19. Stockton on Tees Adults and Health is a dynamic organisation, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.

| Qualifications and Experience | | | |
|--|--|---|---|
| Criteria | Essential | Desirable | Method of Assessment |
| Qualifications and Education <ul style="list-style-type: none"> BA Social Work or equivalent, DipSW, CQSW, CSS Registered with the Health and Care Professional Council Completed NQSW award or AYSE Practice Teachers Qualification or equivalent Post Qualifying Training /Award Advanced Safeguarding course Practicing Approved Mental Health Practitioner | X X X | X X X X | C C C C C C c |
| Experience and knowledge <ul style="list-style-type: none"> Relevant experience and application of Legislation and Guidance Effective use of procedures and practice guidance Multi-disciplinary working Individual assessments of need Undertaking capacity assessments. Care Management and personalisation agenda Developing packages of care Effective liaison with other agencies Recognition of quality service, ensuring appropriate monitoring of services for individuals takes place. Knowledge and experience of working within an integrated service Knowledge and experience of Safeguarding Adult procedures Knowledge and ability to maximise people's independence in different settings and environment. | X X X X X X X X X X | X | AP I I I I I I I I I I I I I I |
| Skills <ul style="list-style-type: none"> Assessment Skills Ability to promote good working relationships with partner agencies Well-developed interpersonal skills and to work as part of a dynamic team | X X X | | AP I AP I AP I |

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|---|---------------------------------|--|---|
| <ul style="list-style-type: none"> • Good communication/presentation skills, written and oral • Ability to work to deadlines • Ability to promote safe working practices • I.T. competent eg Outlook, Word • Ability to drive/travel independently • Organisational skills and abilities • Ability to work independently in a busy environment | X X X X X X X | | AP I AP I AP I AP I AP I I AP I |
| Personal Attributes <ul style="list-style-type: none"> • Team worker • Reliable. • Motivated. | X X | | AP I R AP I R |
| Special Requirements <ul style="list-style-type: none"> • Undertake a DBS check | X | | C |

Method of Assessment

| | | | |
|-----------|------------------|----------|--------------|
| AP | Application form | R | References |
| T | Tests | C | Certificates |
| I | Interview | D | Disclosure |
| P | Presentation | | |

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.