

## **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.

## **Apprentice Support Worker**

**Vacancy ID: 009129**

Salary: £4.20 - £7.83 per hour

Closing Date: 22/07/2018

### **Benefits & Grade**

Apprentice, age dependent

### **Contract Details**

Fixed Term for 12 months

### **Contract Hours**

30 hours per week

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

Are you looking for an opportunity to gain an Adult Care Worker - Level 2 apprenticeship qualification whilst gaining valuable work experience? Stockton-on-Tees Borough Council have an exciting new opportunity within the Adult Social Care service. We are an organisation where we all make a positive contribution to work for the whole council, where we never lose sight of the fact we are here to serve the people of the borough.

You will be given the opportunity to gain valuable work experience with a variety of people including members of the public and partnership organisations such as community health services. As an SBC employee you will be provided with a mentor who will support you in developing your career and who will encourage you to try new things.

The Reablement Service is based at Tithebarn House, Hardwick but you will work in any area of the borough of Stockton-on-Tees and your duties will include supporting any person requiring Reablement services, including providing personal care and support within a person's home.

We are looking for an enthusiastic, hard-working, positive individual who is self-motivated and able to work on their own initiative as well as being a team player. You will be committed to providing excellent service, have a caring nature and be willing to learn and develop. You will also be required to work any day of the week between 7am – 10pm (based on rota).

Due to the role requiring travel between venues around the borough a full driving licence and access to a motor vehicle is essential (car mileage payable). The job also involves working directly with adults, delivering personal care and therefore is subject to an enhanced DBS check.

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 Susan Dixon, Reablement Services Manager, on 01642 528292.

**Apprenticeship opportunities are open to anyone over the age of 16 years with no upper age limit. Please note however, that will be required to meet the entry requirements for the Level 2 Adult Care Worker course which will be delivered by Learning & Skills.**

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.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b>  <b>Adults &amp; Health</b>		<b>Service Area:</b>  <b>Adult Social Care</b>
<b>JOB TITLE: Apprentice Reablement Support Worker</b>		
<b>DURATION: 12 Months</b>		
<b>GRADE: Apprentice</b>		
<b>REPORTING TO: Sue Dixon (Reablement Services Manager)</b>		
<b>1.</b>	<b>JOB SUMMARY:</b> To assist with the provision of personal care and low level therapy support, in accordance with the Reablement Support Plan, to people to enable them to regain /maximise their independence.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1.	Assist with the implementation of Reablement Support Plans in both undertaking actual tasks and enabling the person, at the appropriate stages of their reablement journey with:- <ul style="list-style-type: none"> <li>• low level exercises;</li> <li>• Personal care and hygiene;</li> <li>• Preparation and cooking food;</li> <li>• Prompting medication, as required;</li> <li>• Daily household tasks.</li> <li>•</li> </ul>
	2.	Maintaining attendance at both work and college to enable satisfactory completion of qualifications.
	3.	To shadow Colleagues as directed.
	4.	To provide social and emotional support to service users.
	5.	To work alongside colleagues to ensure discussion about future goals and concerns with service users and their family/carers, where appropriate, as they leave the service having regained their independence identifying potential referrals to other services and well-being concerns.
	6	To support the monitoring of service user progress each visit in relation to their Reablement Support Plan :- <ul style="list-style-type: none"> <li>- Helping to determine the level of support required;</li> <li>- Encouraging and enabling independence with tasks;</li> <li>- Providing social interaction;</li> <li>- Recording progress and issues on contact records;</li> <li>- Helping to assess the service user progress in relation to independence at each visit;</li> <li>- Following notification procedures for service user visits; supporting changes, phasing and the ending of service in accordance with protocols;</li> <li>- Reporting immediate concerns to Co-ordinators.</li> </ul>
	7	To use technology / equipment in a person's home in order to undertake the job role.

	8	Working alongside colleagues and taking responsibility for being aware of visit allocation scheduling in accordance with working rota.
	9	To maintain records as required in undertaking the job role.
	10	To work in a supportive and collaborative way with colleagues and other professionals to enable a service user to remain in their own home.
	11	To take reasonable care of client's health and safety by reading and understanding the necessary Risk Assessments, and completing them as appropriate.
	12	To comply with such requirements determined by the Care Quality Commission responsible for Social Care inspection.
	13	To follow all relevant statutory, policy, codes of practice and Council policy and procedure guidelines associated with the operation of the service.
	14	To co-operate in ensuring service aims and objectives are implemented.
	15	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.
	16	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.
	17	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required 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.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Job Description dated June 2018**

### PERSON SPECIFICATION

Job Title/Grade	Apprentice Reablement Support Worker	
Directorate / Service Area	Adults & Health - Adult Social Care	
Post Ref:	34165	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications		<ul style="list-style-type: none"> <li>Level 2 English and Maths (or equivalent)</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>Working as part of a team (this could be in a sporting, educational, work or social setting).</li> </ul>		Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> <li>Legible handwriting.</li> <li>Good attention to detail.</li> <li>Be articulate and able to converse confidently in a pleasant and professional manner.</li> <li>Be numerate and literate and have the ability to record information accurately.</li> <li>Have the ability to understand and apply regulations and written instructions.</li> <li>The ability to communicate both orally and in writing</li> </ul>		Application / Interview

Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> <li>• Flexible approach to work.</li> <li>• Ability to be punctual.</li> <li>• Show compassion / person focused</li> <li>• High personal standards and self-discipline</li> <li>• The ability to work as an effective member of a team</li> <li>• Self-motivated.</li> </ul>		Application / Interview
Other requirements	<ul style="list-style-type: none"> <li>• Smart Appearance</li> <li>• Full Driving License and access to a motor vehicle - due to the role requiring travel between venues</li> <li>• Flexibility - Ability to work any day of the week between 7am – 10pm (based on rota)</li> <li>• The job involves working directly with adults and therefore is subject to an enhanced DBS check.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to care and support other people</li> </ul>	

**Person Specification dated: June 2018**



## **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.