Stockton-on-Tees
BOROUGH COUNCIL

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.

Residential Care Officer

Vacancy ID: 009276

Salary: £12,616.22 - £17,204.73 Annually

Closing Date: 16/09/2018

Benefits & Grade

Grade F/H/I plus unsociability and sleepover allowance. Grade H and above requires candidates to hold a QCF Level 3 Diploma for Children and Young People's Workforce or equivalent.

Contract Details

Permanent

Contract Hours

25 hours per week, including sleepovers

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

Stockton-on-Tees Borough Council and its Children's Homes workforce is committed to providing care to young people that is a positive experience, offers stability in a safe and warm environment and allows young people every opportunity to reach their full potential in all areas of their lives.

Due to the progression of current staff members, we have an opportunity to recruit a suitably experienced and qualified individuals for **Tilery House Children's Home** which is rated Outstanding by Ofsted.

The successful candidate will join an already successful Resource Team that is committed to developing and supporting its workforce and maintaining high standards within its Children's Homes. We have an experienced and committed workforce and our staff retention is excellent. We strive to offer continuity and stability within our homes for both staff and the young people we care for.

The successful candidate will need to be able to demonstrate their understanding of the benefits of authentic warmth, nurture and emotional resilience when working with children and young people.

Ongoing training relevant to the post will be available and support will be provided with regular structured supervision and appraisal.

We are seeking applications for this post from individuals who hold a QCF Level 3 Diploma for Children and Young People's Workforce or equivalent and have worked in a Residential setting with young people who are Looked After.

It is essential that the successful applicant has the ability to work directly with young people who present with complex and challenging behaviour, and are skilled in assessing risk, care planning and implementing and monitoring strategies and interventions that reduce risk and improve outcomes for young people.

The successful applicant will be responsible to the Registered Manager and assist in the efficient and effective running of the home and will be expected to be part of the homes rota that does include working shifts, weekends and undertaking sleepovers.

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 Lisa Freeman, Home Manager, on 01642 524792.

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.

Stockton-on-Tees BOROUGH COUNCIL		**JOB DESCRIPTION**
Directorate: **Children's Servicers**		**Service Area:** **Children & Families**
JOB TITLE: Residential Care Officer		
GRADE: F/H/I		
REPORTING TO: Homes Manager		
1.	**JOB SUMMARY:** To contribute to the effective day-to-day running of the Children's Home. To provide direct care and ensure the welfare of the Children and Young People for whom the Home provides a service.	
2.	**MAIN RESPONSIBILITIES AND REQUIREMENTS: for Casual staff, unqualified and inexperienced employees who will be appointed at Grade F**	
	1.	Follow all relevant statutory, policy, Codes of Practice and procedure guideline requirements.
	2.	Co-operate in ensuring that the specified aims and objectives of the Home are achieved.
	3.	Actively participate in agreed management processes either individually or as part of a team (e.g. supervision, appraisal, training).
	4.	Participate in the agreed working roster and share in the sleep-in duty arrangements as required.
	5.	Seek to ensure the effective care of each young person, listening to their views.
	6	Follow Residential Care Plans and Risk Assessments for young people and liaise with others to ensure that the health and welfare needs of the young people are met.
	7	Seek to ensure that cultural, religious and linguistic needs of young people are met.
	8	Follow Health & Social Care Directorate procedures when dealing with challenging behaviour from young people.
	9	To enhance the department's image within the authority by promoting awareness of services and achievements and encourage greater participation.
	MAIN RESPONSIBILITIES AND REQUIREMENTS: in addition to the above for unqualified and waking night employees who will be appointed at Grade H.	
	10	Effectively carry out and contribute to the development of Residential Care Plans and Risk Assessments for young people, which will include on occasions liaison with other individuals within the home, other professionals, parents and families as appropriate.
	11	On occasions to work in settings outside the confines of the Home in order to provide after care support to young people and/or their families in the community.
	12	Assist in supporting management tasks as necessary for the effective running of the Home, e.g. petty cash, pocket money, ordering and menu planning.
	MAIN RESPONSIBILITIES AND REQUIREMENTS: in addition to the above for qualified employees working days who will be appointed at level I.	

	13	Mentor and support less experienced staff in the Home and give guidance and support as necessary.
	14	As appropriate support the Manager in identifying individual and team training and development needs.
	15	Assess young people's Residential Care needs and design, implement and monitor the effectiveness of individual Residential Care Pans and Risk Assessments as part of a Link Worker role contributing to the LAC Planning and Review process.
	16	Ensure the effective participation of the other individuals within and outside of the organisation to achieve tasks at this level.
	17	Assist in promoting strategies for supporting the young people in the family setting or other settings as appropriate.

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.

Stockton-on-Tees BOROUGH COUNCIL

PERSON SPECIFICATION

Job Title/Grade	Residential Care Officer	F/H/I
Directorate / Service Area	Children's Services	Children & Families
Post Ref:	12858	

	ESSENTIAL	**DESIRABLE**	**MEANS OF ASSESSMENT**
Qualifications	Good general education (F H I) Relevant NVQ/ QCF Level 3 in Child Care and Young People (H, I) (or prepared to work toward the award (F)	Relevant NVQ Level 3 in Child Care and Young People (H, I)	Application form / Certificates
Experience	Experience of working directly with children and young people with complex and challenging behaviour (H I) Experience of working in Children's Residential Care Settings (F H I) Experienced in supporting families to build and maintain positive relationships with their children (I) Ability to take guidance and instruction from more experienced staff (F H) Ability to work alone or as part of a team (F H I) Ability to implement Residential Care Plans and Risk Assessments (F H I)	Experience working with children and young people (F) Experience of working with Care Leavers or young adults with complex needs and their families (H I) Experienced in supporting families to build and maintain positive relationships with their children (F H)	Application/Interview and references
Knowledge & Skills	An understanding of the needs of children and young people (F H I) Knowledge of the legislation and good practice that underpins child care in residential settings (H I) Knowledge of and experience of the assessment, care planning and review systems for children who are Looked After (H I)	Knowledge of the legislation and good practice that underpins child care in residential settings (F) Knowledge of assessment, care planning and review systems (F) Working knowledge of the requirements of the Children's Homes Regulations (F H I)	Application/Interview and references

	Knowledge of the pressures and the difficulties families face parenting young people (H I) Working knowledge of the requirements of the Childrens Homes Regulations (I) Good communication skills (oral and written) (F H I) Skilled in formulating and reviewing Residential Care Plans and Risk Assessments (I) Have the ability and be skilled in carrying out Link Worker duties (I)	Skilled in formulating (F H) Residential Care Plans and Risk Assessments Have the ability and be skilled in carrying out Link Worker duties (F H)	
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement. Child focused (F H I) Approachable (F H I) Friendly (F H I) Enthusiastic (F H I) Positive approach and motivated (F H I) Positive role model for young people (F H I) Reliable honest and flexible (F H I)		Application/Interview and references
Other requirements	Able to work at short notice to cover sickness and holidays (F). Able to work over a 7 day shift system and weekends and sleepovers as part of a rota system (F H I) Able to work waking nights when required (F H I) The job involves working directly with children and young people and therefore is subject to an acceptable enhanced DBS check (F H I) Ability to demonstrate mobility (F H I)	Clean driving licence (F H I)	Application/Interview and references

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.