

## **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.

## **Social Worker - Adults**

**Vacancy ID: 009372**

Salary: £26,470 - £38,052 Annually

Closing Date: 14/10/2018

### **Benefits & Grade**

Grade J-M

### **Contract Details**

Temporary for 12 months

### **Contract Hours**

37 hours per week

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

A 12 month temporary post has arisen within the Adult Social Care Assessment and Support Planning team for a Social Worker, based in Billingham. The successful candidate should have good communication skills and embrace the Council's "Shaping a Brighter Future" programme.

We welcome applications from dynamic individuals who embrace new ways of working to ensure the best outcomes for the people we serve. The key role of the post is to ensure that the needs of adults within Stockton Borough Council are care managed and reviewed appropriately according to current legal, government and departmental policy, guidance and procedures.

This post is open to both experienced and Newly Qualified Social Workers (NQSWs). NQSWs will be supported to complete the Assessed and Supported Year in Employment. Their continued employment will be subject to the successful completion of the ASYE programme.


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 Heather Glitherow, Team Manager on 01642 526122.

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 and Health</b>		<b>Service Area:</b>  <b>Social Services</b>
<b>JOB TITLE: Social Worker</b>		
<b>GRADE: Grade J – M</b>		
<b>REPORTING TO: Team Manager</b>		
<b>1.</b>	<b>JOB SUMMARY:</b> To provide a Social Work service to residents who are ordinary residents of Stockton. This will include both those with needs identified and their carers. This post will initially be in the Assessment & Support Planning team based at Queensway House, Billingham.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1	To provide a Social Work service to people within in the Borough of Stockton aged 18 and upwards with eligible care needs under the Care Act 2014 via The assessment and support planning team.
	2	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.
	3	To undertake and participate in risk assessments and risk management plans and refer to statutory agencies as appropriate, for example: Child Protection, Public Protection and Vulnerable Adults.
	4	To promote a personalised approach to support building on the persons wishes and desires.
	5	To devise support plans to meet the assessed needs utilising the resources in the local community and the resources available to the individual.
	6	To commission an appropriate package of care based upon the overall assessment need with agreed policies and budgetary provision.
	7	To identify and feed back to the Team Manager any service provision developments.
	8	To ensure re-assessment of need is undertaken within agreed time scales and to determine appropriate continuing support and/or withdrawal of service, as necessary.
	9	When appropriate, to undertake carer's assessments and to assist the carer in completing a support plan to meet their needs.
	10	To implement, monitor and review the care and support plan.
	11	To record information to agreed standards.
	12	To undertake other statutory duties as required e.g. Mental Health Review Tribunals, Manager's Reports, attending court.
	13	In respect of operational case management, the post holder will participate fully in supervision, appraisal and professional training in order to facilitate continuous improvement in both service quality and employee development and performance.
	14	To ensure that professional standards are maintained in full compliance with statutory responsibilities, policies, procedures and associated guidance.
	15	To carry out the role of practice educator for social work students and to support a student on placement at a minimum of once every two years.
	16	To be flexible and respond to the needs of the service.
	17	To work with the Team Manager, Senior Practitioner and other Professionals

		within the wider Community to plan, prepare and implement relevant training packages, e.g. Health Promotion.
	18	To undertake duty worker role as part of a rota.
	19	To undertake duties of an Approved Mental Health Professional (AMHP) or a Best Interests Assessor (BIA) and to participate in the AMHP/BIA duty rota as directed.
	20	Other duties and responsibilities as directed by the Team Manager in line with the nature and grade of the post.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade of J-M (Career Grade) using the NJC Job Evaluation scheme as adopted by Stockton-on-Tees Borough 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.

## PERSON SPECIFICATION

Job Title/Grade	Social Worker	Grade J-M
Directorate / Service Area	Adults and Health	Social Services
Post Ref:	34564	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>A recognised Social Work Qualification e.g. CQSW, CSS, DipSW.(Level J-M)</p> <p>Practice Educator (Level K/L)</p> <p>Approved Mental Health Professional.(Level L)</p> <p>Best Interests Assessor (level L)</p>		Application form
Experience	<p>Evidence of practical experience with service users.(Level J-M)</p> <p>Understand lines of accountability.(Level J-M)</p>		Application / Interview
Knowledge & Skills	<p>Working knowledge of the Care Act (Level J-M)</p> <p>Working knowledge of the Mental Health Act..(Level L-M)</p> <p>Working knowledge of the Mental Capacity Act(Level J-M)</p> <p>Understanding of Departmental Policies and Procedures, including the Equal Opportunity Policy(LevelJ-M)</p> <p>Able to acquire and implement relevant knowledge.(Level J-M)</p>	The potential to develop new skills (level J-M)	Application / Interview

	<p>Effective interpersonal skills (written and verbal)(Level J-M)</p> <p>Report writing skills and experience (Level K-M)</p> <p>Effective organisational skills (Level J-M)</p> <p>Able to work as a member of a team.(Level J-M)</p> <p>Able to liaise effectively with external agencies(Level J-M)</p> <p>Able to respond to regular supervision and support. (Level J-M)</p> <p>Be able to work in a person-centred way ensuring that the person's wishes and views are taken into consideration (Level J-M)</p>		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement(Level J-M)		Application / Interview
Other requirements	<p>Flexible and honest (Level J-M)</p> <p>The ability to travel independently throughout the Borough of Stockton (Level J-M)</p>	Interest in evidence-based practice (level J-M)	Application / Interview

**Person Specification dated**

**Sep 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.