

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.

Time Out Support Worker

Vacancy ID: 009505

Salary: £8.82 – £9.01 per hour

Closing Date: 25/11/2018

Benefits & Grade

Grade D

Contract Details

Permanent

Contract Hours

Various hours available – hours to be agreed with successful candidates

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

We are seeking to appoint a number of Time Out Support Workers to available hours within the Time Out Service which forms part of the recently formed Stockton Adult Carers' Support Service.

The successful candidate(s) will be enthusiastic and flexible and able to offer emotional and social support and supervision to service users in accordance with the agreed Time-Out support plan to enable the primary carer to take time away from their caring responsibilities. You will have experience of working with a wide variety of people in a supporting & caring capacity, both formally or informally.

Due to the requirement of frequent travel between venues across Stockton-on-Tees, the ability to travel independently throughout the Borough 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 Rebecca Gray, Carers Service Manager, on 01642 524494.

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: Adults and Health		Service Area: Stockton Adult Carers Support Service	
JOB TITLE: Time Out Support Worker			
GRADE: D			
REPORTING TO: Time out Co-ordinator/Carers Service Manager			
1.	JOB SUMMARY: To provide emotional and social support to service users in accordance with the agreed Time-Out support plan to enable the primary carer to take time away from their caring responsibilities.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To provide social and emotional support to service users	
	2.	To provide constant supervision and ensure the wellbeing and safety of the service user in their home and in the local community	
	3.	To monitor service users on each visit against the Time Out support plan and -determine the level of support required by the service user is still appropriate -Encourage and enable interaction -Record activities and progress on activity sheets -Report any changes or immediate concerns to the co-ordinator/manager	
	4.	To be responsible for maintaining awareness of allocated visits and follow protocols for accessing rota and notifying of availability	
	5.	To maintain records as required to undertake job role	
	6	To work in a supportive and collaborative way with other professionals and the service user and their primary carers to ensure the safety and wellbeing of the service user and primary carer	
	7	To follow all relevant statutory policy, codes of practice, service procedures and staff guidelines to ensure the operation of the service	
	8	To report any changes in the service user or primary carers needs or objectives to the time out co-ordinator	
	9	To work with the family/service user and time out co-ordinator to refer to any other agencies as appropriate	
	10	To ensure that all customers receive a consistently high quality service and	

		comply with the standards required by Stockton on Tees Borough Council
	11	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
	12	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post
	13	To undertake such 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.

PERSON SPECIFICATION

Job Title/Grade	Time Out Support Worker	Grade D
Directorate / Service Area	Adults and Health	Stockton Adult Carers Support Service
Post Ref:	34592	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> A good standard of general education 	<ul style="list-style-type: none"> A relevant qualification in a care or support related field such as: NVQ in care, support or counselling 	Application form
Experience	<ul style="list-style-type: none"> Evidence of some relevant working experience with a variety of client groups. Able to demonstrate an understanding of social barriers/exclusion pertinent to this client group and their carers 	<ul style="list-style-type: none"> Experience of working directly with individuals in a community or social care setting. Demonstrate a knowledge of the range of services available to service users and their carers. Knowledge of local facilities within the community. Lived experience. 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> Positive attitude towards service users and their carers. Ability to work under direction of co-ordinator to implement support plans 	<ul style="list-style-type: none"> Able to contribute to the assessments of clients' and carers needs and to the development of a support plan to meet these needs. Ability to refer clients to co-ordinator where appropriate 	Application / Interview

	<ul style="list-style-type: none"> • Possess the necessary skills to encourage service users to interact and engage. • To contribute to reviews and monitor the effectiveness of individual programmes. • To work as part of a multi-disciplinary team with other agencies and groups. 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Positive attitude • Ability to work using own initiative whilst remaining within the guidelines established for this post 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Ability to travel independently 		

Person Specification dated

April 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.