

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.

Falls Assessment Coordinator

Vacancy ID:

Salary: £25,440.00 - £30,978.00 Annually

Closing Date: 24/02/19

Benefits & Grade

Grade J-K

Contract Details

1 Post, Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Interview Date

05/03/19

Job Description

Would you like to join the Multi-Disciplinary Service as a practitioner providing Falls Assessments, Education and Prevention across Stockton-on-Tees, as part of our falls prevention strategy?

We are looking for an enthusiastic and experienced qualified physiotherapist or occupational therapist professional with a clinical interest in the area of falls.

This is an exciting opportunity to be involved with an integrated health and social care team, working within the community. You will be at the forefront, helping to shape the falls service for the residents of Stockton-on-Tees.

This post will require an enthusiastic clinician with excellent communication skills, and the ability to work autonomously and as an effective team member. You must have a genuine interest in people, with a proactive, positive, flexible approach. A working knowledge of NHS and or Social Care systems would be of advantage.

An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Vicki Ingham, ART & MDS Team Manager, on 01642 526403

The application form is available in alternative formats from 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.



JOB DESCRIPTION

Directorate:

Adults and Health

Service Area:

Multi-Disciplinary Service (MDS)

JOB TITLE: Falls Assessment Coordinator

GRADE: J-K Career Grade

REPORTING TO: ART/MDS Team Manager

1. JOB SUMMARY:

To undertake a holistic well-being assessment of people referred into the MDS with a specific focus on the prevention and management of falls identifying appropriate intervention support to enable them to remain in their own home for as long as possible minimising hospital admission or readmission.

2. MAIN RESPONSIBILITIES AND REQUIREMENTS

To manage and co-ordinate early intervention support for people appropriately referred into the MDS in relation to falls including :-

1.
 - a. Effective triage to ensure sign posting or referral to the most appropriate service;
 - b. Undertaking an assessment of support needs;
 - c. Assessing mental capacity to participate in assessment ensuring appropriate support where needed;
 - d. Demonstration, instruction and observation of therapy exercises;
 - e. Producing a support plan to meet assessed needs;
 - f. Liaison with carer(s) where appropriate;
 - g. Commissioning services required to meet support plan ensuring quality and timely services are delivered;
 - h. Responsibility for "signing-off" intervention support, following review;
 - i. Liaising with lead professional for long term care management planning where appropriate.

2. To educate and support other health care professionals and multi-agency staff across the Borough in the prevention of falls, with the delivery of programmes of education and prevention for partner organisations.

3. To work closely with both Adult Social Care and Health clinical and non-clinical teams, GP practices and the independent and voluntary sector to ensure integrated team working delivers effective and efficient services to people receiving services through good communications and working relationships.

4. To maintain records using appropriate documentation, systems and processes

5. To ensure customer feedback is received in an appropriate and timely manner.

6. To provide management information and produce reports.

7	To identify intervention support services which will minimise admissions to hospital, minimise admissions to care homes and enable people to remain in their home and maximising their independence.
8	To ensure pathways into and out of the service are effectively managed, identifying and auctioning areas for improvement through systems, processes and communications with partners.
9	To ensure that governance arrangements for the delivery of the Better Care Fund are adhered to.
10	To ensure development of good multi-agency practice is effectively communicated across the organisations in accordance with the Communication Strategy.
11	To maintain professional practise and participate in supervision.
12	To ensure awareness of both organisation's processes and protocols in relation to Information Security Guidelines, information sharing protocols and the Data Protection Act.
13	To ensure that duties are undertaken with due regard and compliance with Safeguarding requirements, the Data Protection Act and other legislation.
14	To ensure 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 and the NHS Foundation Trust.
15	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.
16	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
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 January 2019

PERSON SPECIFICATION

Job Title/Grade	Falls Assessment Co-ordinator	Grade J-K
Directorate / Service Area	Adults and Health	Multi-Disciplinary Service (MDS)
Post Ref:	33494	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Educated to degree or diploma in Occupational Therapy / Physiotherapy</p> <p>Current HCPC registration</p>	<p>Relevant validated clinical courses</p> <p>ECDL</p> <p>Training in risk management</p>	Application form
Experience	<p>Experience as a therapist, post registration, to provide intervention for people who have fallen or who are at risk of falling.</p> <p>Ability to undertake appropriate training to carry out a holistic health and social care person centred assessment.</p> <p>Experience of working in a multi-professional and agency environment.</p> <p>Experience of communicating with a range of people , including professionals across health and social care and partnering organisations, with a view to delivering positive outcomes for people managing potentially complex, contentious and sensitive situations through a collaborative approach with stakeholders.</p>	<p>Experience of working as part of a multi-professional team.</p> <p>Experience of presenting reports to a range of stakeholders and influence key situations/outcomes.</p> <p>Experience of maintaining management information and producing performance information.</p>	Application / Interview

	<p>Experience of report writing.</p> <p>Experience of analysing facts and situations and developing “care” plans to support people’s identified needs.</p> <p>Experience of managing and co-ordinating people’s “care” and commissioning support services which best meet their needs.</p>		
Knowledge & Skills	<p>Knowledge and understanding of the principles of the Better Care Fund and the dynamics between all stakeholders from a health and social care perspective.</p> <p>Knowledge and experience of using ICT.</p> <p>Knowledge of value for money service provision and experience of managing within a budget.</p> <p>Good verbal and written communication skills.</p> <p>Good influencing skills</p> <p>Ability to motivate a range of people from different backgrounds and levels within organisations.</p> <p>Good organisational, planning and co-ordination skills including time management</p> <p>Ability to develop innovative person centred solutions to meet support needs.</p>		Application / Interview
Specific behaviours relevant to the post	<p>Demonstrate the Council’s Behaviours which underpin the Culture Statement.</p>		Application / Interview
Other requirements			

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.