

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: 009872

Salary: £9.68 per hour

Closing Date: 24/03/2019

Benefits & Grade

Grade F, pay award pending

You will receive holiday pay on all hours worked, which equates to 10.74% of the basic hourly rate.

Contract Details

Casual

Contract Hours

To work as and when required

Disclosure

The successful applicant will be subject to an enhanced DBS check

Interview Date

23/04/2019

Job Description

We are looking for exceptional, enthusiastic and creative child focused people to join our well established and OFSTED rated 'Outstanding' teams of staff working across all of our Residential Homes and also our Short Breaks services for children with complex and additional needs.

The ideal candidates must also be able to effectively extend these skills to the young people's families/carers and any other multidisciplinary professionals.

The Residential Homes care for children who are looked after by the local authority. The overall aims as a Residential Child Care Officer are to ensure young people are loved, happy, healthy and safe from harm, able to develop, thrive and fulfil their full potential. It will be your responsibility to ensure young people are provided with a safe and stimulating environment, ensuring they are valued and nurtured as individuals with talents, strengths and capabilities that can develop over time.

Our Short Breaks services provide overnight, after school and day-care services for children with a range complex and additional needs.

We are continually looking to expand our services to meet the needs of children, their families and carers. We are looking for casual workers who will be required to work across all of the above services.

The young people we care for may have experienced a problematic history which has impacted on their development, including their ability to form relationships, display socially acceptable behaviour and conform to routines and boundaries. As a Residential Child Care Officer you will be expected to be a positive role model to these young people, whilst also required to undertake a wide variety of tasks to help promote each young person's individual independence.

To ensure young people are supported emotionally, mentally and physically in order to help boost self-esteem and contribute to repairing earlier damage from any past experiences the tasks associated with the role will include:

- positively dealing with challenging situations,
- problem solving,
- some personal care,
- transporting young people to contact with their families,
- taking part in activities, holidays, domestic and health and safety tasks around the homes.

Whilst we are wishing to recruit to our casual pool of workers, successful individuals will receive support and will be expected to undertake induction training in the first instance. You may also be supported to undertake all mandatory and some non-mandatory training.

As a casual worker, you will need to be flexible and available to respond at short notice to cover staff holidays, sickness and in the event that extra staffing cover is required. This may well include sleepovers and waking night duties. You may be required to work at any of the children homes throughout the Stockton-on-Tees area.

Please note that it is essential for candidates to provide information of all historical employment and gaps in employment for us to proceed with their application.


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 Damian Ashman, Registered Manager on 01642 677904.

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.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services		Service Area: Children and Families	
JOB TITLE: Residential Care Officer			
GRADE: F			
REPORTING TO: Registered Homes Manager			
1.	JOB SUMMARY: To ensure the effective day-to-day running of the Children's Residential Homes and Short Breaks Home. Providing outstanding quality care and welfare to the Children and Families for whom the services are provided. Ensuring young people are provided with ambitious, nurturing care and support in order for them to feel loved, happy, healthy, safe from harm and able to thrive and fulfil their potential. The Young People are cared for within our homes 24hrs per day and 365 days per year.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS On taking up appointment, unqualified employees will, under supervision:		
	1.	Follow a robust passport and induction programme following relevant statutory, policy, Codes of Practice and procedure guideline requirements.	
	2.	Co-operate in ensuring that the specified aims and objectives of each Home are achieved ensuring the ethos, aim and objectives are followed from each Homes Statement of Purpose.	
	3.	Actively participate in agreed management processes either individually or as part of a team (e.g. supervision, appraisal, training). Ensuring all mandatory training is undertaken and some optional training specific to development needs.	
	4.	Participate in the agreed working roster and share in the sleep-in duty arrangements as required in each individual home.	
	5.	Seek to ensure the effective care of each young person listening to their views ensuring young people are the centre of any decision making, providing young people with a safe and nurturing environment.	
	6.	Ensure the health, safety and welfare of the service users including dietary requirements, medical treatment, education, employment, leisure and occupational activities.	
	7.	Seek to ensure that cultural, religious and linguistic needs of young people are met.	
	8.	Follow all care programs including liaison with the Department and other agencies, helping in dealing with identified needs of the young people working as part of a multi-agency team.	
	9.	Follow Health & Social Care Directorate procedures when dealing with challenging behaviour from young people ensuring they are fully supported throughout.	

	10.	To enhance the department's image within the authority by promoting awareness of services and achievements and encourage greater participation.
	11.	To take reasonable care of your own health and safety and co-operate with management, so far as necessary, to enable compliance with the authority's health and safety rules and legislative requirements.
	12.	To undertake such other duties and responsibilities commensurate with the grading of the post.
	13.	Stockton-On-Tees Health & Social Care Service is a dynamic organisation, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading 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	Residential Care Officer	F
Directorate / Service Area	Children's Services	Children and Families
Post Ref:	19939	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Good general education – GCSE's minimum	NVQ Level 3 or equivalent	Application form / Certificate Check / Interview
Experience	Experience working with children and young people	Experience of working with children who have complex and additional needs	Application / Interview
Knowledge & Skills	Good communication skills (oral and written) Ability to write comprehensive reports, care plans.		Application / Interview
Specific behaviours relevant to the post	Child focused Approachable Friendly Uses initiative	Knowledge of the care system and previous residential experience. Understanding of short breaks for children with disabilities	Application / Interview

	<p>Team player</p> <p>Enthusiastic</p> <p>Flexible</p> <p>Positive approach</p> <p>Good role model</p> <p>Reliable</p> <p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p>		
Other requirements	<p>Flexible approach</p> <p>Able to work at short notice</p> <p>Job involves working over a 7 day shift system, 24hrs and 365 days per year.</p> <p>Job involves working with children and young people therefore subject to an enhanced DBS check.</p>		Application Form / Interview / DBS check

Person Specification dated: May 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.