



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.

Social Worker – Adult Safeguarding Team

Vacancy ID: 010993

Salary: £26,999 - £38,813 Annually

Closing Date: 29/03/2020

Benefits & Grade

Grade J-M

It is anticipated that an appointment will be made at Grade J-L to maintain a skills balance within the team

Contract Details

Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

An opportunity has arisen for a suitably qualified Social Work practitioner to work within the Adult Safeguarding team based at Queensway House, Billingham.

The team has a statutory function in undertaking adult safeguarding enquiries in response to concerns of alleged abuse/neglect. The team is committed to safeguarding adults deemed to be at risk and operate within the Teeswide Policy and Procedures as agreed by Teeswide Safeguarding Adults Board (TSAB).

The main aims of the team are:

- To prevent harm and reduce the risk of abuse or neglect to adults with Care and Support needs;
- To stop abuse or neglect wherever possible;
- To safeguard adults in a way that supports them to make choices and have control about the way they want to live;
- To promote an approach that concentrates on improving life for the adult concerned;
- To address what has caused the abuse or neglect.

In-depth knowledge of the Care Act 2014 and the Mental Capacity Act 2005 is essential in order to ensure the work undertaken by the team complies with the law and prioritises the well-being and safety of adults with Care and Support needs.

The successful candidate will be skilled in problem-solving and risk management. The role requires an ability to remain calm and focused whilst balancing a variety of demands.

The successful applicant will report to the Team Manager. In return, we offer flexible working arrangements, a generous leave entitlement, a supportive environment and a commitment to continuous professional development with regular supervision and annual appraisal.

Applications are welcome from Newly Qualified Social Workers and they will be supported through the ASYE programme.


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 Calum Titley, Team Manager, on 01642 527528.

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: Adults and Health		Service Area: Adult Safeguarding
JOB TITLE: Social Worker		
GRADE: Grade J-LM		
REPORTING TO: Team Manager (Adult Safeguarding Team)		
1.	JOB SUMMARY: To undertake safeguarding enquiries in relation to any abuse/neglect concern. The primary purpose is to stop abuse and neglect where possible from occurring and to prevent harm and reduce risk of abuse or neglect to adults with care and support needs. This post will be in the Adult Safeguarding team based at Queensway House, Billingham, Stockton-On-Tees.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	To be committed to safeguarding the residents of Stockton-on-Tees, ensuring that all safeguarding procedures are adhered to	
2.	Undertake safeguarding enquiries in a timely manner to determine on what further action needs to be taken	
3.	Work to the principles of making safeguarding personal, ensuring where possible the adult is fully involved and views, wishes and outcomes are considered.	
4.	To actively participate in and chair safeguarding strategy meetings.	
5.	To undertake and participate in risk assessments and risk management strategies, and to refer to other agencies where appropriate.	
6.	To work in partnership with partner agencies to ensure a timely and effective response in relation to safeguarding concerns	
7.	To refer to appropriate care management teams should there be an appearance of need	
8.	To communicate effectively and provide advice and information to clients	
9.	To ensure that all information gained is recorded and distributed appropriately, in line with confidentiality requirements	
10.	To record information to agreed standards using the appropriate systems and complying with relevant data legislation.	
11.	To ensure that individual professional standards are maintained, including full compliance with policy and procedural guidelines and accepting primary responsibility for the level and quality of casework recording.	
12.	To ensure that issues relating to poor quality services and care of the client are passed to the relevant officers within the Department.	
13.	To take reasonable care of your own health and safety and co-operate with management, so far as necessary, to enable compliance with the Authorities health and safety rules and legislative requirements.	

14.	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
15.	To undertake and support assessments of mental capacity and best interests decision-making where necessary, in accordance with the Mental Capacity Act 2005 and associated practice guidance.
16.	To undertake other statutory duties as required e.g. Mental Health Review Tribunals, Manager's Reports, attending court.
17.	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.
18.	To undertake any training and development as necessary to meet the duties and responsibilities of the post. To assess and make provision for the training needs of team members for whom the post holder is responsible.
19.	To be flexible and respond to the needs of the service. This may involve adjusting working hours or traveling within and outside of the Stockton-On-Tees area.
20.	To undertake duty worker role as part of a rota
21.	To undertake such other duties and responsibilities commensurate with the grading and nature of the post.
22.	The job description is intended as a guide to the key responsibilities and duties of the post. It is not an exhaustive list of all duties and may be subject to amendments to reflect the developing service.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade (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.

Job Description dated: 15/05/19



PERSON SPECIFICATION

Job Title/Grade	Social Worker	Grade J-M
Directorate / Service Area	Adults and Health	Adult Safeguarding Team
Post Ref:	POS004644	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>A recognised Social Work Qualification e.g. Ba Hons, CQSW, CSS, DipSW.</p> <p>and</p> <p>Registered with the Health Care Professionals Council</p> <p>Level J – have successfully undertaken or will successfully undertake the ASYE program</p> <p>Level K and above – to have completed the AYSE programme if appropriate.</p>	<p>Best Interest Assessors Qualification</p> <p>Practice Educator Qualification</p>	<p>Application form</p> <p>Certificates</p>
Experience	<p>Evidence of practical experience with service users including application of relevant legislation, policy and guidance.</p> <p>Understand lines of accountability.</p> <p>Experience of Multi-Agency partnership working</p>	<p>Adult Safeguarding experience</p>	<p>Application / Interview</p>

<p>Knowledge & Skills</p>	<p>Ability to work alone or as part of a team, using own initiative where appropriate</p> <p>Able to manage a caseload</p> <p>Knowledge of Safeguarding Adults criteria and procedures. Ability to apply this effectively in order to safeguard adults at risk.</p> <p>Ability to undertake risk assessments and contribute within risk management forums.</p> <p>Ability to gather and analyse information and make effective decisions in a timely manner.</p> <p>Working knowledge of the Care Act 2014 and associated guidance.</p> <p>Working knowledge of the Mental Health Act 1983.</p> <p>Working knowledge of the Mental Capacity Act 2005 and associated practice guidance.</p> <p>Able to acquire and implement relevant knowledge.</p> <p>Effective interpersonal skills (written and verbal).</p> <p>Report writing skills and experience.</p> <p>Effective organisational skills.</p> <p>Able to liaise effectively with external agencies and build effective working relationships.</p> <p>Be able to work in a person-centred way ensuring that the person's wishes and views are taken into consideration.</p> <p>Effective IT Skills (Outlook/Word)</p>	<p>Working knowledge of Care Director</p> <p>Experience of chairing meetings</p>	<p>Application / Interview</p>
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<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Reliable and trustworthy.</p> <p>Ability to remain calm under pressure.</p> <p>Problem solving approach.</p> <p>Motivated to improve processes and promote early intervention and prevention.</p> <p>Customer focused</p> <p>Team worker</p> <p>Positive attitude</p>		<p>Application / Interview</p>
<p>Other requirements</p>	<p>Positive enhanced DBS clearance</p> <p>Able to work flexibly.</p> <p>The ability to travel independently throughout the Borough of Stockton.</p>		<p>Certificate(s)</p> <p>Application / Interview</p>

Person Specification dated: 06/03/20

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.