Stockton-on-Tees
BOROUGH COUNCIL

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 – Children's Services

Vacancy ID: 011158

Salary: £26,999.00 – £38,813.00 Annually

Closing Date: 02/08/2020

Benefits & Grade

Grade J-M

Contract Details

Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an Enhanced DBS check

Job Description

Stockton-on-Tees is a high performing and forward thinking Local Authority.

A full time vacancy has arisen in the Disabled Children's team which provides social work support to children with disabilities and their families.

We are looking for an experienced social worker to join the team who has a high level of commitment to working in partnership with service users and colleagues in other agencies in the provision and development of a quality service, and who is able to promote the social model of disability.

You will be able to demonstrate competent assessment skills and the ability to devise and implement innovative service packages of support.

A working knowledge of the Children Act 1989 & 2004, Child Protection procedures and child development is essential.

Experience of working in the field of disability is desirable but not essential.

We offer a package of support to help with the demands of the day to day job which includes practical support as well as employee benefits;

- IT access to allow staff to work from home
- Flexible working hours
- Free on-site car parking at Stirling House where the successful applicant will be based
- Additional annual leave purchase scheme
- Tees Active Leisure Card giving discounts on leisure activities
- Bus and train discounts
- Car lease scheme
- Cycle to work scheme

We also offer a supportive team environment, continuous professional development and regular supervision and annual appraisal.

The Disabled Children's team works with other agencies to support the completion of Education, Health and Care Plans as well as developing transition support plans for young people moving into adult services.

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.

For a further informal discussion, please contact Patti Sanderson, Team Manager, on 01642 524540.

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.
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Stockton-on-Tees BOROUGH COUNCIL	**JOB DESCRIPTION**
Directorate: **Children's Services**	**Service Area:** **Safeguarding and Looked After Children**
JOB TITLE: Social Worker Disabled Children's Social Work Team	
GRADE: J- M	
REPORTING TO: Team Manager Disabled Children's Social Work Team	

1. JOB SUMMARY:

- Carrying out single assessments
- Identifying the needs of the child and the family
- Developing care packages.
- Arranging respite and short breaks for the family and child
- Carrying out home statutory visits to promote the welfare and to safeguard children
- Liaising with other professionals i.e. occupational therapists
- Following procedures and promoting the needs of children in our care
- Dealing with section 47 inquiries

2. MAIN RESPONSIBILITIES AND REQUIREMENTS

1.	To be committed to safeguarding the residents of Stockton. To safeguard and promote the welfare of children for whom you have responsibility or with whom you come into contact, to include adhering to all specified procedures.
2.	To carry out assessments of need with individuals and their carers using a person centred approach to identify eligible need in conjunction with appropriate staff from other teams and/or agencies (e.g. Police, Health, Education, etc) in accordance with agreed policies, procedures and guidelines. To ensure all assessments are of a high standard and conducted in accordance with national and local requirements.
3.	To formulate and create outcome focussed care plans and identify services from universal, targeted and specialist services as appropriate to meet assessed need with the focus on promoting independence and life skills in line with agreed policies, procedures and guidelines.
4.	To provide a social work service to individuals and families as the key worker providing advice and support.
5.	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.
6.	To feed back to the team manager any problems in relation to the effective provisions of service and/or policies.
7.	To work effectively within an integrated approach in which services from Health, Education and Social Care work closely together.

	8.	To work closely and effectively with families and children and young people with disabilities.
	9.	To actively participate in and to chair meetings and produce quality written documents.
	10.	To work closely with the Voluntary and independent sector.
	11.	To enhance the departments image within the authority by promoting awareness of services and achievements.
	12.	This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

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 2019

Stockton-on-Tees BOROUGH COUNCIL

PERSON SPECIFICATION

Job Title/Grade	**Social Worker**	**J-M**
Directorate / Service Area	**Children's Services**	**Safeguarding and Looked After Children**
Post Ref:	**POS003959**	

	ESSENTIAL	**DESIRABLE**	**MEANS OF ASSESSMENT**
Qualifications	A recognised Social Work Qualification e.g. Degree, DipSW or CQSW Registered with Social Work England		Application form
Experience	Working knowledge of relevant children's legislation: The Children Act 1989, Carers and Disabled Children Act 2000, Equality Act 2010, and Working Together to Safeguard Children 2013 or Adult Social Care legislation Care Act 2014 A working knowledge and experience of Child Protection and Court work Experience of developing care plans and implementing care packages	Experience of multi-agency key working Experience of working with disabled children and young people	Application / Interview

Knowledge & Skills	Knowledge of how key agencies work together in supporting disabled children and young people Effective interpersonal skills Proven ability to work in partnership with parents and carers Ability to communicate with children and young people with limited communication skills Proven assessment skills under the Framework of Assessment of Children in Need or Community Care assessments.	A general knowledge of the Governments current aims and initiatives in relation to Disabled Children, young people and their families. The potential to learn and develop new skills through experience and training	Application / Interview
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement.	Promote a social model of disability	Application / Interview
Other requirements	Positive enhanced DBS clearance		

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.