



## 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](mailto: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: 011612**

Salary: £13,575.67 - £18,270.94 Annually

Closing Date: 24/01/2021

### **Benefits & Grade**

Grade F/H/I, unsociability and sleep over allowance will apply

### **Contract details**

Permanent

### **Contract hours**

25 hours per week

Rotas are over a 24 hour day, 7 days a week, 52 weeks of the year including sleep overs

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

Stockton-on-Tees Borough Council has recently undergone a review of its in house residential provision and model of delivery. This is an exciting time to work for Stockton Council as we embark on the implementation of the review that will increase not only placement capacity, but also the range of placements available.

We have opportunities for professionally motivated, suitably qualified and skilled individuals to join our existing and new long term residential children's homes.

You will have the skills, knowledge and drive to support and deliver care packages for the young people placed in the homes. Pivotal to this process will be the ability to work as part of a multi-agency team that supports the needs which have been agreed as part of their permanence plan. The homes will be supported by a therapist who will be integral to the development and delivery of the packages of support.

You will be supported by an experienced management team, where a culture of support, learning and development will be provided via supervision, appraisal and extensive training opportunities.

We offer a competitive salary and employee benefits including Local Government Pension Scheme, and employee discounts.


An online application form and further information is available from [www.stockton.gov.uk/jobs](http://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 Louise Carling, Resource Team Manager, on 01642 527876, email [Louise.Carling@stockton.gov.uk](mailto:Louise.Carling@stockton.gov.uk) or Angie Askins, Deputy Resource Team Manager on 01642 527700, email [Angela.Askins@stockton.gov.uk](mailto:Angela.Askins@stockton.gov.uk)

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto: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.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>  <b>Children's Services</b>		<b>Service Area:</b>  <b>Resources</b>	
<b>JOB TITLE: Residential Care Officer</b>			
<b>GRADE: F/H/I</b>			
<b>REPORTING TO: Registered Manager</b>			
<b>1.</b>	<b>JOB SUMMARY:</b>  To contribute to the effective day-to-day running of the Children's Home. To provide direct and personal care and ensure the welfare of the Children and Young People for whom the Home provides a service.		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS:</b>		
	1.	Provide a high level of care, maintain routine and structure for the young people as individuals and as a group.	
	2.	Respond appropriately to risk.	
	3.	Ability to relate policy and the relative regulations to the work and demonstrate the appropriate level of understanding in relation to the wider workings of the Local Authority and contribute to the development of the home.	
	4.	Communicate and contribute to discussions and meetings appropriately with a range of relevant people within and outside of the working environment.	
	5.	Maintain records appropriately.	
	6.	Actively participate in agreed management processes either individually or as part of a team (e.g. supervision, appraisal, training).	
	7.	Participate in the agreed working roster and share in the sleep-in duty and or waking night arrangements as required.	
	8.	To enhance the department's image within the authority by promoting awareness of services and achievements and encourage greater participation.	
<b>3.</b>	<b>GENERAL</b>  <b>Job Evaluation</b> - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.  <b>Other Duties</b> - 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

<b>Job Title / Grade</b>	Residential Care Officer	F/H/I
<b>Directorate / Service Area</b>	Children's Services	Resources
<b>Post Ref:</b>	Various	

	<b>ESSENTIAL</b>		<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
<b>Qualifications</b>	Good general education.	F H I	Relevant qualification in a similar field.	Application form / Certificates
	Willingness to work towards the Level 3 Diploma in Child Care and Young People.	F		
	Holds the Level 3 Diploma in Child Care and Young People or is able to work towards the qualification and can evidence this will be completed within 12 months of employment.	H		
	Holds the Level 3 Diploma in Child Care and Young People.	I		
<b>Experience</b>	Experience of working directly with children and young people.	F H I	Experience of working with Care Leavers or young adults with complex needs & disabilities and their families.  Experienced in supporting families to build and maintain positive relationships with their children in a range of settings.	Application/Interview and references
	Enhanced experience of working with children and young people with complex and challenging behaviour.	H I		
	Substantive post qualifying and recent experience in working with children and young people with complex and challenging behaviour in a residential setting.	I		

<b>Knowledge &amp; Skills</b>	<p>A range of skills and knowledge relevant to working with children and young people in residential care and out in the community.</p> <p>Able to seek support in supervision.</p> <p>Ability to seek and follow the guidance and instruction from more experienced staff.</p> <p>Good communication skills (oral and written).</p>	F H I	Knowledge of the pressures and the difficulties families face parenting young people.	Application/Interview and references
	<p>Ability to independently and confidently manage day to day activities in a residential setting and out in the community.</p> <p>Ability to exercise high quality judgements in relation to situations in a residential setting on a day to day basis.</p> <p>Ability to expect and anticipate situations and be able to put in place interventions and behavioural strategies to manage more complex and risky situations.</p> <p>Confidently and consistently deliver high standards of care as described in the young people's Care Plans and Risk Assessments and other relevant plans.</p> <p>Knowledge and experience of the assessment, care planning and review systems for children who are in our care.</p> <p>Knowledge of the legislation and good practice that underpins child care in residential settings.</p>	H I		

	<p>Have the ability and be skilled in carrying out Link Worker duties.</p> <p>Skilled in formulating, reviewing and monitoring Residential Care Plans and Risk Assessments.</p> <p>Expert and effective practice in complex and risky situations within a residential care setting and in the community.</p> <p>Demonstrate consistently the ability to take control, manage and lead a shift, provide sound advice, direction and mentor less experienced Residential Care Workers.</p> <p>Be able to consistently produce relevant key working reports to a high standard.</p> <p>Be able to effectively communicate with relevant others outside of the immediate care team and promote an outward facing service.</p> <p>Have an awareness of the wider political context within which the local authority and the residential sector operate.</p> <p>A sound working knowledge of the requirements of the Children's Homes Regulations.</p>	I		
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Child focused.</p> <p>Approachable.</p> <p>Friendly.</p>	F H I		Application/Interview and references



	<p>Enthusiastic.</p> <p>Positive approach and motivated.</p> <p>Positive role model for young people.</p> <p>Reliable honest and flexible.</p>			
Other requirements	<p>Able to work over a 7 day shift system and weekends and sleepovers as part of a rota system.</p> <p>Able to work waking nights when required.</p> <p>The job involves working directly with children and young people and therefore is subject to an acceptable enhanced DBS check.</p> <p>Ability to demonstrate mobility.</p>	F H I	Clean driving licence.	Application/Interview and references

## **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.