



## 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.

## **Senior Practitioner – Older People Mental Health**

**Vacancy ID: 011670**

Salary: £37,890.00 - £39,880.00 Annually

Closing Date: 07/03/2021

### **Benefits & Grade**

Grade M

Social Workers who are practicing as an authorised Approved Mental Health Professional will receive an AMHP allowance of £3,082.50 per annum.

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

Stockton Older People Mental Health Service is based at Lustrum Vale, Durham Road, Stockton-on-Tees and offers the opportunity to work with adults with severe and enduring mental health problems and their carers using a person-centred approach.

The team is committed to promoting independence, choice and control and promoting Self Directed Support where people are eligible for social care services. The team works within a wider co-located team in a supportive multi-disciplinary environment.

We have an opportunity for a Senior Practitioner (preferably with AMHP status) to have the experience of a management role within the Team. You will need to have an understanding of the needs of people with mental health problems and have an enabling person-centred approach, which promotes independence and inclusion.

The key role of this post is to provide co-ordination and supervision to the Social Workers, Assistant Care Co-ordinators and administrative staff working within the Team as determined by the Team Manager. You will also be responsible for a complex caseload.

Due to the role requiring frequent travel between venues across the borough, a full driving licence and access to a motor vehicle is required for this role.


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.

If you would like an informal discussion about the post, please contact Catherine Roberts, Team Manager or Carol Malham, Service Manager on 01642 527793.

The application form is available in alternative formats from 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: Adults and Health</b>		<b>Service Area: Older People Mental Health</b>
<b>JOB TITLE: Senior Practitioner</b>		
<b>GRADE: M</b>		
<b>REPORTING TO: Team Manager</b>		
<b>1.</b>	<b>JOB SUMMARY:</b>	
	Provide co-ordination and supervision to the Social Workers, Assistant Care Co-ordinators and administrative staff working within the team, as determined by the Team Manager.	
	To be responsible and carry a complex case load.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1.	To undertake the role of Social Worker, as defined by the existing substantive job description and contract, with a reduced case load.
	2.	To assist with the co-ordination of the day to day work of the Social Workers employed within Older people Mental Health, supporting the monitoring allocation of caseloads, ensuing appropriate cover of cases and providing responses to emergencies.
	3.	To provide formal and informal professional supervision on a regular basis to staff allocated by the Team Manager.
	4.	To assist the Team Manager with scrutiny of funding applications for care packages in liaison with the assessing practitioner(s), Contracts Section and service providers.
	5.	To adhere to all policies and procedures within the Social Services Department, including health/safety and risk management and Best Value.
	6	To keep up to date with professional social work issues and the development of Best Practice.
	7	To deputise for the Team Manager as and when required.
	8	To enhance the departments image within the authority by promoting awareness of services and achievements and encourage greater participation.
	9	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.
	10	To take an active role in recruitment and personal assessment of all employees for whom the post holder is directly responsible and ensure development and training requirements are continually met.

11	To work effectively within an integrated Team environment in which services from Health and Social Care work closely together.
12	To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
13	To actively participate in, or to chair meetings.
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	Stockton on Tees Children Adults and Health Department 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 M 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 2020**



**PERSON SPECIFICATION**

Job Title/Grade	<b>Senior Practitioner</b>	<b>Grade M</b>
Directorate / Service Area	<b>Adults and Health</b>	<b>Older People Mental Health</b>
Post Ref:	<b>POS004796</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• BA Social Work or equivalent, DipSW, CQSW, CSS</li> <li>• Registered with Social Work England</li> <li>• At least 3 years' experience</li> <li>• Practice Teachers Qualification or equivalent</li> <li>• Post Qualifying Training /Award</li> <li>• Advanced Safeguarding course</li> </ul>	<ul style="list-style-type: none"> <li>• BIA training completed</li> <li>• Approved Mental Health Practitioner or willing to undertake training</li> </ul>	Application form / Certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant experience and application of Legislation and Guidance</li> <li>• Effective use of procedures and practice guidance</li> <li>• Multi-disciplinary working</li> <li>• Individual assessments of need</li> <li>• Undertaking capacity assessments and Best Interest Decisions</li> </ul>		Application / Interview

	<ul style="list-style-type: none"> <li>• Care Management and personalisation agenda</li> <li>• Developing packages of care</li> <li>• Effective liaison with other agencies</li> <li>• Recognition of quality service, ensuring appropriate monitoring of services for individuals takes place.</li> <li>• Knowledge and experience of working with Client/Carer group</li> <li>• Experience of Safeguarding Adult procedures</li> <li>• Experience of supervising staff</li> <li>• Experience of project work</li> </ul>		
<p><b>Knowledge &amp; Skills</b></p>	<ul style="list-style-type: none"> <li>• Knowledge and experience of Mental Health and other health issues</li> <li>• Working knowledge of the Care Act</li> <li>• Working knowledge of the Mental Health Act</li> <li>• Working knowledge of the Mental Capacity Act</li> <li>• Assessment Skills</li> <li>• Ability to promote good working relationships with partner agencies</li> <li>• Well-developed interpersonal skills and to work as part of a dynamic team</li> <li>• Good communication/presentation skills, written and oral</li> <li>• Ability to work to deadlines</li> <li>• Ability to promote safe working practices</li> <li>• I.T. competent e.g. Outlook, Word</li> <li>• Organisational skills and abilities</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and ability to maximise people's Independence in different setting and environments</li> <li>• Ability to work independently in a busy environment</li> <li>• Experience of change in a social work setting</li> </ul>	<p>Application / Interview</p>



<b>Specific behaviours relevant to the post</b>	<ul style="list-style-type: none"><li>• Demonstrate the Council's Behaviours which underpin the Culture Statement</li></ul>		Application / Interview
<b>Other requirements</b>	<ul style="list-style-type: none"><li>• Team worker</li><li>• Reliable</li><li>• Motivated</li><li>• Due to the role requiring frequent travel between venues across the borough, a full driving licence and access to a motor vehicle is required for this role</li></ul>		Application / Interview / References

**Person Specification dated 2020**

## **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.