



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.

Support Worker

Vacancy ID: 010414

Salary: £10.7882 per hour

Closing Date: 20/10/2019

Benefits & Grade

Grade E

The above hourly rate includes an element for annual leave

Contract Details

Casual

Contract Hours

As and when required, day and night shifts

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

We are looking for an enthusiastic and dedicated person to join the existing team at Rosedale Centre based in Bishopsgarth, Stockton on Tees, as a day Support Worker working with Adults.

The role involves the provision of personal, social and therapeutic care to short stay client's accessing the service. The post requires the person to work a shift pattern covering 365 days which includes working days, evenings, nights, weekends and public holidays. You will participate to an agreed rota but would be expected to be flexible to meet the changing requirements of the people who access the service. The current post is a casual agreement in that you will work to support the service when required and there is no guaranteed hours on a weekly basis.

If you have a QCF Level 2 in Adult Health and Social Care or equivalent, previous experience in a care/support role, good communication skills, a flexible approach and a genuine commitment to this client group; we would like to hear from you.


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 Vikki Pickering, Registered Manager, on 01642 528088 or the duty manager on 01642 528087 option 5.

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: Adult and Health		Service Area: Rosedale Centre
JOB TITLE: Support Worker		
GRADE: E		
REPORTING TO: Deputy Manager		
1.	JOB SUMMARY: The physical, therapeutic and personal needs of clients under the general supervision of the managing officer.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1	To assist, where necessary with the dressing, feeding, bathing and toileting of clients.
	2	To contribute to the social activities and the mental stimulation of clients.
	3	To create and maintain a supportive homely atmosphere where clients can achieve maximum independence.
	4	To communicate with friends and family who are visiting residents of Rosedale, providing routine updates where and as appropriate.
	5	To ensure that all bedding, linen and personal items of clothing are taken to the laundry area.
	6	Responsible for bed making and an adequate supply of clean clothing and linen.
	7	To encourage clients to participate in social and occupational activities within and outside the home where appropriate.
	8	To monitor the diet and health of the clients which may involve the completion of assessment forms, log/report books and daily diaries.
	9	To ensure the safety of clients at all times, i.e. awareness of the fire drill and other emergency procedures in the home.
	10	To assist in the serving, distribution and clearance of food at meal times.
	11	To ensure the safe use and operation of equipment, i.e. wheelchairs and bath hoists.
	12	To ensure that personal items of clothing have a means of identification before laundering.
	13	To undertake hospital escort duty, when necessary (e.g. if client has dementia and family are unavailable to escort)

	14	Completion of the client's documentation on any matters affecting clients and report to the Duty Manager.
	15	To undertake the work in accordance with the defined policy of the Department.
	16	The Support Worker, should, subject to the individual need of the home, participate in the agreed working roster, which may from time to time need to be adjusted / altered.
	17	To enhance the department's image within the authority by promoting awareness of services and achievements and encourage greater participation.
	18	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.
	19	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
	20	To undertake such other duties and responsibilities commensurate with the grading of the post.
	21	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.
	22	Participate in daily handovers to and from Support staff and adjust support given to clients accordingly.
	23	Confident in discussing the client with friends and family during visiting hours for any routine questions about day-to-day care.

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 July 2019

PERSON SPECIFICATION

Job Title/Grade	Support Worker	E
Directorate / Service Area	Adult and Health	Rosedale Centre
Post Ref:	32999	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	QCF diploma level 2 or equivalent in Adult Health & Social Care		Application form
Experience	Previous experience of working in a care setting		Application / Interview
Knowledge & Skills	Good communicator Ability to motivate and encourage Ability to promote independence Be caring and client focussed Follow Departmental policies and procedures Be an effective member of the team Literacy and basic numeracy	Knowledge of other language, ie sign Good record keeping Knowledge of legal framework	Application / interview

Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement. Reliable, patient, good time keeping Able to promote service image Commit to personal development		Application / Interview
Other requirements			

Person Specification dated 2019