



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.

Time Out Support Worker

Vacancy ID: 010838

Salary: £10.57 Hourly

Closing Date: 23/02/2020

Benefits & Grade

Grade D

The hourly rate includes an element for annual leave

Contract Details

Casual

Contract Hours

To work as and when required

Disclosure

The successful applicant will be subject to an enhanced DBS check

Job Description

We are seeking to appoint a number of Time Out Support Workers to a casual register to support the delivery of the Time Out Service which forms part of the Stockton Adult Carers' Support Service.

The successful candidate(s) will be enthusiastic and flexible and able to offer emotional and social support and supervision to service users in accordance with the agreed Time-Out support plan to enable the primary carer to take time away from their caring responsibilities. You will have experience of working with a wide variety of people in a supporting capacity.

Due to the nature and flexibility of this role we would particularly welcome applications from current or previous informal carers.

Due to the requirement of frequent travel between venues across Stockton on Tees, the ability to travel independently throughout the Borough is essential.

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 Rebecca Gray, Carers Service Manager, on 01642 524494.

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 Social Care	
JOB TITLE: Time Out Support Worker (Casual)			
GRADE: D (JE Ref 41387)			
REPORTING TO: Time out Co-ordinator/Carers Service Manager			
1.		JOB SUMMARY: To provide emotional and social support to service users in accordance with the agreed Time-Out support plan to enable the primary carer to take time away from their caring responsibilities.	
2.		MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.		To provide social and emotional support to service users	
2.		To provide constant supervision and ensure the wellbeing and safety of the service user in their home and in the local community	
3.		To monitor service users on each visit against the Time Out support plan and -determine the level of support required by the service user is still appropriate -Encourage and enable interaction -Record activities and progress on activity sheets -Report any changes or immediate concerns to the co-ordinator/manager	
4.		To be responsible for maintaining awareness of allocated visits and follow protocols for accessing rota and notifying of availability	
5.		To maintain records as required to undertake job role	
6		To work in a supportive and collaborative way with other professionals and the service user and their primary carers to ensure the safety and wellbeing of the service user and primary carer	
7		To follow all relevant statutory policy, codes of practice, service procedures and staff guidelines to ensure the operation of the service	
8		To report any changes in the service user or primary carers needs or objectives to the time out co-ordinator	
9		To work with the family/service user and time out co-ordinator to refer to any other agencies as appropriate	
10		To ensure that all customers receive a consistently high quality service and comply with the standards required by Stockton on Tees Borough Council	
11		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	
12		To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post	
13		To undertake such duties and responsibilities commensurate with the grading and nature of the post	

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade D 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 April 2018



PERSON SPECIFICATION

Job Title/Grade	Time Out Support Worker	D
Directorate / Service Area	Adults and Health	Adult Social Care
Post Ref:	POS008327	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> A good standard of general education 	<ul style="list-style-type: none"> A relevant qualification in a care or support related field such as: NVQ in care, support or counselling 	Application form
Experience	<ul style="list-style-type: none"> Evidence of some relevant working experience with a variety of client groups. Able to demonstrate an understanding of social barriers/exclusion pertinent to this client group and their carers 	<ul style="list-style-type: none"> Experience of working directly with individuals in a community or social care setting. Demonstrate a knowledge of the range of services available to service users and their carers. Knowledge of local facilities within the community. Lived experience. 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> Positive attitude towards service users and their carers. Ability to work under direction of co-ordinator to implement support plans 	<ul style="list-style-type: none"> Able to contribute to the assessments of clients' and carers needs and to the development of a support plan to meet these needs. Ability to refer clients to co-ordinator where appropriate 	

	<ul style="list-style-type: none"> • Possess the necessary skills to encourage service users to interact and engage. • To contribute to reviews and monitor the effectiveness of individual programmes. • To work as part of a multi-disciplinary team with other agencies and groups. 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Positive attitude • Ability to work using own initiative whilst remaining within the guidelines established for this post 		Application / Interview
Other requirements		<ul style="list-style-type: none"> • Ability to drive and access to a vehicle 	

Person Specification dated April 2018