

## 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.

## **Reablement Support Worker**

**Vacancy ID: 010883**

Salary: £13,212.16 - £13,476.35 Annually

Closing Date: 23/02/2020

### **Benefits & Grade**

Grade F

### **Contract Details**

Permanent – 2 posts

### **Contract Hours**

25 hours per week

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

Stockton-on-Tees Borough Council's Reablement Service provides short term support to individuals following a discharge from hospital or to prevent hospital admission. At our last inspection we received a CQC rating of Good across all five key lines of enquiries.

The role involves providing personal care, administering medication, meal preparation, therapy activities, social and emotional support to adults living within the Borough of Stockton.

We are looking for two caring, enthusiastic and dedicated individuals who can demonstrate and deliver a high standard of person centred support, focusing on an individual's needs.

Our focus is on empowering and enabling individuals to live as independently as possible within their own home.

The post will require you to work between the hours of 7am to 10pm. You will work to an agreed 7 week rolling rota covering 365 days. You will need to be flexible to meet the changing demands of the Reablement service.

To be successful you will need a Level 2 Diploma in Adults Health and Social Care or equivalent, and relevant care experience. Good communication skills and a flexible, responsive attitude in your work are essential.

Should you feel you can offer these qualities we would love to hear from you.

Employees are required to use their own transport to travel between calls for which a car mileage payment will be made.

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 Claire Walton, Reablement Coordinator, on 01642 528102.

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.



**Directorate:**  
**Adults and Health**

**Service Area:**  
**Reablement Services**

**JOB TITLE: Reablement Support Worker**

**GRADE: F**

**REPORTING TO: Reablement Services Manager / Reablement Co-ordinators**

**1. JOB SUMMARY:** To provide personal care and low level therapy support, in accordance with the Reablement Support Plan, to people to enable them to regain /maximise their independence.

**2. MAIN RESPONSIBILITIES AND REQUIREMENTS**

- |     |  |
|-----|--|
| 1.  | To implement the Reablement Support Plan in both undertaking actual tasks and enabling the person, at the appropriate stages of their Reablement journey with:- <ul style="list-style-type: none"> <li>• Low level exercises;</li> <li>• Personal care and hygiene;</li> <li>• Preparation and cooking food;</li> <li>• Prompting medication, as required;</li> <li>• Daily household tasks.</li> </ul>  |
| 2.  | To provide social and emotional support to service users.  |
| 3.  | To discuss future goals and concerns with service users and their family/carers, where appropriate, as they leave the service having regained their independence identifying potential referrals to other services and well-being concerns.  |
| 4.  | To monitor service user progress each visit in relation to their Reablement Support Plan :- <ul style="list-style-type: none"> <li>• Determining the level of support required;</li> <li>• Encouraging and enabling independence with tasks;</li> <li>• Providing social interaction;</li> <li>• Recording progress and issues on contact records;</li> <li>• Assessment of service user progress in relation to independence at each visit;</li> <li>• Following notification procedures for visit management changes, phasing and ending of service in accordance with protocols;</li> <li>• Reporting immediate concerns to Co-ordinators.</li> </ul> |
| 5.  | To use technology / equipment in a person home and in order to undertake the job role.   |
| 6.  | To take responsibility for being aware of visit allocation scheduling in accordance with working rota.   |
| 7.  | To maintain records as required in undertaking the job role.   |
| 8.  | To work in a supportive and collaborative way with other professionals to enable a service user to remain in their own home.   |
| 9.  | To take reasonable care of client's health and safety by undertaking and completing the necessary Risk Assessments, as appropriate.  |
| 10. | To comply with such requirements determined by the Care Quality Commission responsible for Social Care inspection.   |

	11.	To follow all relevant statutory, policy, codes of practice and procedure guidelines associated with the operation of the service.
	12.	To co-operate in ensuring service aims and objectives are implemented.
	13.	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

### 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 2018**



## PERSON SPECIFICATION

Job Title/Grade	Reablement Support Worker	F
Directorate / Service Area	Adults and Health	REABLEMENT SERVICES
Post Ref:	POS004548 / POS004541	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Good general education, including basic literacy and numeracy qualifications</p> <p>Level 2 Diploma in Health and Social Care or equivalent.</p>	<p>HSC 3407/375 Support Use of Medication in Social Care Settings.</p> <p>Level 3 Diploma in Health and Social Care or equivalent</p> <p>Candidates without these qualifications will be required to undertake them. The medication training commencing as soon as possible after commencing as it is essential to the job role</p>	<p>Application Form</p> <p>Certificate Check</p> <p>Interview</p>
Experience	<p>Experience of working directly with adults, including personal care</p>	<p>Experienced in supporting families to build and maintain positive relationships with their family member</p>	<p>Application Form</p> <p>Interview</p>

<p>Knowledge &amp; Skills</p>	<p>Knowledge of good practice that underpins adult care in care settings</p> <p>Knowledge of how to implement support plans and risk assessments</p> <p>Good communication skills (oral and written)</p> <p>Ability to take guidance and instruction from management</p> <p>Ability to work alone , whilst using initiative, or as part of a team</p> <p>Ability to understand and implement support plans.</p> <p>Ability to undertake and implement risk assessments</p> <p>Ability to maintain records</p> <p>Ability to encourage and promote independence</p> <p>Be prepared to accept structured supervisions and appraisals</p> <p>A willingness to undertake any training commensurate with the post</p>	<p>Knowledge of and experience of the assessment, care planning and review systems for adults.</p> <p>Knowledge of the pressures and the difficulties families face supporting adults who wish to remain living at home</p> <p>Knowledge of the legislation that underpins adult care in care settings</p> <p>Knowledge of sign language</p> <p>IT and use of assistive technology skills (Job holders will be required to undertake training to the required skill level to use assistive technology in a person home and for recording purposes on commencing the job).</p>	<p>Application Form</p> <p>Interview</p>
<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Person focused</p> <p>Approachable</p>		<p>Application Form</p> <p>Interview</p>

	<p>Friendly</p> <p>Enthusiastic</p> <p>Positive approach and motivated</p> <p>Positive role model for staff and service users</p> <p>Reliable honest and flexible</p>		
Other requirements	<p>Driving licence</p> <p>Able to work at short notice to cover sickness and holidays.</p> <p>Able to work a 7 day rota system</p> <p>The job involves working directly with adults and therefore is subject to an enhanced DBS check.</p>	Flexible to cover sleep-overs, if required	<p>Application Form</p> <p>Certificate Check</p> <p>Interview</p>

**Person Specification dated 2018**

## **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.