

## **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.

## **Support Worker (Nights)**

**Vacancy ID: 010907**

Salary: £11,851.01 - £12,088.09 Annually

Closing Date: 01/03/2020

### **Benefits & Grade**

Grade E (plus unsociability allowance)

### **Contract Details**

2 posts, Permanent

### **Contract Hours**

23.33 hours per week (3 week rota) predominantly night working, some day working will also be required

### **Disclosure**

The successful applicant will be subject to an Enhanced DBS check

### **Job Description**

Lanark Short Breaks Service provides planned short breaks and emergency support to any adult person over 18 years with an identified learning disability and, who may, as well, have other physical needs. The service additionally supports Carers.

There are twelve beds at Lanark Close with one additional bed available to meet urgent need.

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

Our focus is on supporting people with their personal care needs, helping people to be as independent as they possibly can be and encouraging their confidence in being able to do things for themselves with the minimum of support.

Part of your role will also be reassuring people and supporting them to make sense of the world and the complexities of relationships and situations.

You will work to an agreed 3 week rolling roster covering 365 days. You will also be required to be flexible to meet the changing demands of the service.

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.

At our last inspection we received a CQC rating of Good and we are continuing to aim to provide the best possible service for the people and their carers accessing the service.


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 Melanie Smiles, Registered Manager, on 01642 527842.

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:</b>  Adults and Health		<b>Service Area:</b>  Learning Disability & Mental Health Service	
<b>JOB TITLE:</b> Support Worker (Nights)			
<b>GRADE:</b> E			
<b>REPORTING TO:</b> Senior Support Worker / Manager			
<b>1.</b>	<b>JOB SUMMARY:</b>  Ensure the well-being of the people who access the service during the night, including where appropriate direct care, during their stay at Lanark Short Breaks service.		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1.	To ensure the security of the premises and safety of the people accessing the service overnight undertaking regular checks and maintaining appropriate records.	
	2.	Where appropriate wake-up sleep-over colleague to address situations as appropriate.	
	3.	To participate in tasks associated with direct care of people including for example personal care, preparation of meals, bed making, cleaning duties ensuring safe use and operation of all equipment used.	
	4.	To ensure care and support plans are followed and implemented for the people who are accessing the service.	
	5.	Ensure cultural, religious and linguistic needs of people are met.	
	6	To ensure the safe handling and recording of medication dispensed, in accordance with procedures, and to participate in the issuing of medication to people accessing the service.	
	7	To ensure all information and documentation, in accordance with service procedures, in relation to the people accessing the service is recorded accurately and timely.	
	8	To ensure all records are completed and the Senior Support Worker is aware of any issues affecting people accessing the service prior to shift handover.	
	9	To follow all relevant statutory, policy, codes of practice and procedure guidelines associated with the operation of the service.	
	10	To co-operate in ensuring service aims and objectives are implemented.	
	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 other 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 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.

## PERSON SPECIFICATION

<b>Job Title/Grade</b>	Support Worker (Nights)	E
<b>Directorate / Service Area</b>	Adults & Health	Learning Disability & Mental Health Service
<b>Post Ref:</b>	POS004840 & POS004833	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<ul style="list-style-type: none"> <li>• Good general education GCSE level qualification or equivalent.</li> <li>• Level 2 or 3 Diploma in Health and Social Care or equivalent.</li> <li>• Level 2 (minimum) Certificate in Understanding the Safe Handling of Medication.</li> <li>• (There will be a requirement to undertake Level 3 Medication training within two months of appointment).</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 Diploma in Health and Social Care or equivalent.</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>• Experience of working directly with people in a care and support setting.</li> <li>• Experienced in supporting families to build and maintain positive relationships with their family member.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working directly with people with learning disabilities.</li> </ul>	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> <li>• An understanding of the support needs of people with learning disabilities.</li> <li>• Knowledge of the pressures and the difficulties families face supporting older people to remain living at home.</li> <li>• Good communication skills (oral and written).</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the legislation and good practice that underpins adult care in care settings.</li> </ul>	Application / Interview

	<ul style="list-style-type: none"> <li>• Ability to take guidance and instruction from management.</li> <li>• Ability to work alone, whilst using initiative, or as part of a team.</li> <li>• Ability to understand and implement support plans or equivalent, including risk assessment where appropriate.</li> <li>• Ability to maintain records.</li> <li>• Be prepared to accept structured supervisions and appraisals.</li> <li>• To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of assessment, care planning and review systems for older people.</li> <li>• IT skills.</li> </ul>	
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> <li>• Client focused.</li> <li>• Approachable.</li> <li>• Friendly.</li> <li>• Enthusiastic.</li> <li>• Positive approach and motivated.</li> <li>• Reliable, honest and flexible.</li> </ul>		Application / Interview
Other requirements	<ul style="list-style-type: none"> <li>• A willingness to undertake any training commensurate with the post.</li> <li>• Able to work at short notice to cover sickness and holidays.</li> <li>• Able to work nights all days of the week.</li> <li>• There is an expectation that additional shifts will be worked, beyond banked hours, to ensure a safe environment for service users during periods of employee absences.</li> <li>• The job involves working directly with people with learning disabilities and therefore is subject to a DBS check.</li> </ul>		Application / Interview

## **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.