# Recruitment Information Pack

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| Job Title | Social Care Practitioner |
| Reference No | 510.02 |
| Location | Whitdale Care Home |
| Hours | 28 hours |
| Salary | £32,134 - £34,011 pro rata |
| Status | Permanent |

Thank you for your interest in this post, if you have any questions in relation to the recruitment process or if you are disabled and require any adjustment to the recruitment process please contact our recruitment team on 01506 28 22 22 or email recruitment@westlothian.gov.uk.

# Privacy Notice – HR Services - Recruitment

**Information held about you.**

West Lothian Council will hold the following personal information:

- Full name
- Home address
- Email address
- Employment history
- Training/qualifications
- Registration with professional bodies
- Equal opportunities monitoring information (gender, ethnic origin, sexual orientation, religion and disability)
- Criminal convictions (if applicable)
- Pre-employment checks (health screening, references and PVG check if applicable)

**Who is processing my information?**

All personal information is held and processed by West Lothian Council in accordance with data protection law.

**How will we use information we hold about you?**

Personal information held by West Lothian Council will be used in the following ways:

- To assess the suitability of applicants for the job they have applied for
- Equal opportunities monitoring information will be used to monitor the councils compliance with equality legislation
- To populate the HR Payroll system for successful candidates (see privacy notices on performance of contract of employment for further details)

**Who we will share your information with?**

We will not share your information with any external bodies.

**How long do we keep your records?**

If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.

If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland webstie will be retained for 5 years from the date of your application.

**Your rights**

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

To request your records, you will need to put your request in writing to HR Services, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – hrsupport@westlothian.gov.uk

You also have a right to make a complaint about our handling of your personal information to the Information Commissioner's Office.

**Further information**

If you have any questions or concerns about how your information is used, please contact Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or email DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you is available from the Information Commissioner's Office.

# About Social Policy

Social Policy encompasses a wide range of services planned for and delivered to a large number of people with a spectrum of differing needs. Social Policy services have a duty to meet the needs of the vulnerable in communities.

**Community Care**

Community Care spans a wide range of services to adults and older people who have care needs. Services include Care at Home, Care Homes, Occupational Therapy, Sheltered Housing and Housing with Care, Support for People with Learning and Physical disabilities and Support for People with Mental Health Problems and Addictions.

The main aim of the service is to promote, enable and sustain independence and social inclusion for service users and carers.

**Children & Families**

The primary function of the teams and services within Children and Families is to ensure that children, young people and families can maximise their potential through the identification of additional support services and ensuring that children and young people are safe. The service delivers services that are child centred, developed in partnership with other organisations and with families themselves that tackle inequalities and focus on improved outcomes for children.

**Criminal & Youth Justice Service**

The main focus of the service is on providing services statutorily required through legislation for the assessment, supervision and management of offenders. The service supports offenders to live in the community an works to ensure that the aims of reducing reoffending are achieved.

**Council Strategies**

Social Policy has responsibility for the development and implementation of the Children's Services Plan, Public Protection Strategy, Reducing Reoffending Strategy, Older People Joint Commissioning Plan, Learning Disabilities Joint Commissioning Plan, Physical Disabilities Joint Commissioning Plan, Mental Health Joint Commissioning Plan, Substance Misuse Joint Commissioning Plan

# Equality and Diversity

**Equality is relevant to us all. Addressing discrimination and promoting equality are everyone's core business.**

We want a West Lothian in which all people and communities have a say in their future and an equal opportunity for health, safety, education, fulfilling work, and a high quality of life. West Lothian Council has published equality outcomes, equality information on our workforce and our progress on mainstreaming equality. This reflects our commitment to promoting equality and eliminating discrimination as well as fulfilling our statutory duties under legislation.

The council recognises and values the diverse range of talents, skills, experience and perspectives that exist within society and believes that those qualities and attributes should also be reflected within the composition of its workforce, its employment practices and in the planning and delivery of its services.

Central to the council's Equality and Diversity agenda, is the prevention of discrimination, victimisation and harassment against service users and employees on any grounds, but particularly in relation to the following protected characteristics:

- age;
- disability;
- sex (gender)
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sexual orientation

In addition, prevention of discrimination, victimisation and harassment in relation to gender identity, gender expression, non-binary identities, language, social origin, employment status, political belief, trade union membership or activity, or responsibility for dependants is key to ensuring we have a diverse and inclusive workforce that reflects the communities we serve.

West Lothian Council is a Stonewall Diversity Champion and is committed to advancing LGBT equality and this is reflective in all our policies which are inclusive of all protected characteristics

# How to apply

Our preferred method of receiving applications is on line.  In the interests of equality we do not accept C.Vs.

All applications must be received by the closing date stated on the advert and any late applications will not be accepted.

We do not keep copies of application forms on file for any future similar vacancies and therefore you will need to complete a separate application form for each post that you apply for. However, when applying on line the system will remember your core details.

If you apply for a post on line we will contact you using the email address you have provided. If you do not have an email address you can sign up for a free account through internet providers such as Yahoo, Hotmail or Googlemail.

The information you provide in your application is used to determine whether or not you should be shortlisted for interview. It is therefore in your interest to complete the form fully and carefully. Your application form should contain sufficient information to demonstrate that you have the skills and experience required for the post.

**What happens next?**

Following consideration of your application you will be notified as to whether or not you have been selected for interview.

If you are selected for interview you will receive an email from us confirming this and asking you to log in to the Myjobscotland website and select a suitable interview time.  If you are not selected for interview you will receive an email confirming this.

**Successful Candidate**

The successful candidate will receive a conditional offer of employment, pending completion of the following checks, as appropriate.

- Pre-employment health check
- References
- PVG
- Eligibility to work in the UK

A formal offer of employment will be issued only when all checks have been satisfactorily completed.

If you have any questions please email recruitment@westlothian.gov.uk

**Terms and Conditions of Employment for Employees**

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| **Conditions of Service** | Conditions of Service are those of the Scottish Joint Council for Local Government employees as adopted and amended by West Lothian Council |
| **Hours of Work** | Hours of work for a full time post are 36 hours per week. The standard working hours are Monday – Thursday 8.30 – 5.00, Friday 8.30 – 4.00.<br><br>School based staff are employed on sessional contracts of either 38, 39 or 40 weeks. |
| **Pay** | Employees are paid by bank transfer on the last Thursday of the month. Where appropriate you will receive an annual increment on the 1st April each year, until you reach the top of the grade. |
| **Annual Leave** | Depending on length of service you will be entitled to either 26 (187.2 hours) or 31 (223.2 hours) days annual leave, this will be pro-rated for part time employees. The leave year is 1st January to 31st December.<br><br>School based sessional staff will receive additional pay, depending on their length of service, to reflect their annual leave entitlement. |
| **Public Holidays** | There are 7 paid public holidays.<br><br>Part time employees will be given a pro -rated entitlement to reflect their particular working arrangements. |
| **Sickness Absence** | Your entitlement to sickness allowance will be in accordance with the Scheme of Sickness Absence set out within the National Agreement on Pay and Conditions of Service for Scottish Local Government employees. |
| **Pension** | You are legally required to make provision for your pension. Employees with permanent contracts, or temporary contracts for 3 months or more, will automatically become members of the Local Government Pension Fund, unless they apply to opt out. Pension contributions are based on your salary. |
| **Appraisal Development and Review** | All employees are entitled to an annual review with their manager, to identify any development needs and set objectives for the coming year. |

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| **Employee Benefits** | The council has negotiated discounts for employees with over 90 local businesses and over 1,000 businesses nationally. Employees can also take advantage of 20% off membership and free joining fees with West Lothian Leisure.<br><br>As part of its commitment to having a healthy workforce the council offers physiotherapy, counselling and an Employee Assistance Programme. |
| **Pool Cars** | The council provides access to pool cars for employees who need to drive as part of their job. |
| **Trade Union** | The council supports collective bargaining and you have the right to join a trade union and take part in its activities and are encouraged to do so. |
| **Health and Safety** | The council is committed to ensuring a healthy and safe working environment for all employees. Health and safety responsibilities are set out in the Occupational Health and Safety Supplementary Policy and Safety Arrangements booklet for your workplace. |

West Lothian Council

# Job Description

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| Job Title | Social Care Practitioner |
| Reports to: | Unit Manager |
| Location: | Whitdale Care Home |

**Purpose of the Job**

To work as part of a team to deliver a high standard of care and support to meet the personal, physical, social and emotional needs of older people within a Care Home setting.

The post holder will provide direct care and support in accordance with individual care plans and contribute to the assessment, planning, delivery and review of care to ensure residents' assessed needs are met.

The service provided will be compatible with professional social care practice and be in line with organisational policies, procedures and standards set by the Service.

**Job Scope**

The post holder will work as part of a team providing person-centred care and support in accordance with individual care plans.

The post holder will have key worker responsibilities for allocated residents, taking a lead role in care planning, risk assessments, reviewing care needs, monitoring outcomes and maintaining accurate records.

The role includes the use of electronic systems for care planning, daily recording of progress notes and medication administration and management.

The post holder will work collaboratively with residents, families, carers, colleagues and other professionals to support the delivery of a safe, effective and person-centred service.

**Principal Accountabilities/Key Tasks**

To work as part of the care staff team and undertake responsibility to provide care and support to all residents in keeping with their individual care plans, respecting individual rights, dignity and choices, including:

Supporting individuals with personal care, including bathing and continence care.

Supporting with dressing and undressing.

Enabling service users to eat and drink.

Supporting with mobility.

Supporting residents to maintain personal hygiene, comfort and dignity.

Enabling individuals to maintain contact with family and friends.

developing, implementing and reviewing individual care plans and risk assessments.

Using the Access Care and Clinical electronic care planning and recording system to update care plans and complete daily progress notes and other relevant care records.

Recording and reporting significant changes in residents' needs, presentation, health or wellbeing.

Administering and managing medication in accordance with Council policy, procedures and training, using the EMAR electronic medication administration system.

Ensuring medication administration and relevant medication-related information is accurately recorded on the EMAR system.

Supporting medication ordering, receipt and safe management as required within the role.

Monitoring residents for medication-related concerns, side effects or changes and reporting these appropriately.

Supporting residents who are able to self-medicate in accordance with their assessed needs and care plan.

To be aware of residents' interests and encourage meaningful activities and social engagement.

To support residents during periods of illness, loss or bereavement.

To work collaboratively with families, carers and other agencies involved in residents' care.

To participate in handovers and team communication, reporting relevant information to ensure continuity of care.

To participate in team meetings, supervision and Annual Development Reviews.

To undertake training and development appropriate to the role.

To uphold the SSSC Codes of Practice and relevant National Care Standards.

To be aware of and work within Council policies and procedures.

To undertake other duties as appropriate to the role.

**Qualifications, Skills, Knowledge**

Essential

SVQ III in Health and Social Care or equivalent qualification.

Understanding of the specific needs of older people.

Ability to communicate effectively with residents, relatives, colleagues and other professionals.

Ability to contribute to care planning, observe changes in residents' needs and maintain accurate records.

Ability to use electronic care planning, recording and medication systems, or willingness to undertake training to develop competence in their use.

Desirable

HNC or equivalent relevant qualification.

Experience of working with older people in a care setting.

An insight into or experience of supporting people with dementia and/or mental health needs.

**Other Essential Information**

PVG check and eligibility to register with the Scottish Social Services Council (SSSC) is required.

The post holder will be required to undertake medication administration training and demonstrate competence in the use of the EMAR electronic medication administration system.

The post holder will be required to use the Access Care and Clinical electronic care planning and recording system for care planning, daily progress notes and other relevant care documentation.

A shift pattern is in place, including weekends.