Recruitment Information Pack

Job Title	Senior Social Care Worker
Reference No	510.53
Location	Burngrange Care Home
Hours	28.8
Salary	£35,851 - £38,779 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 Addications.

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

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. 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. 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. 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.

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. 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

Job Title	Senior Social Care Worker
Reports to:	Unit Manager
Location:	Burngrange Care Home

Purpose of the Job

To work as part of the leadership team to deliver high-quality, person-centred care and support within Burngrange Care Home, ensuring that residents are treated with dignity, compassion, respect and kindness, and are supported to achieve the best possible quality of life.

Burngrange Care Home is a 40 -bedded residential care home providing care and support for older adults aged 65 years and over, including individuals living with frailty, dementia and mental health.

The Senior Social Care Worker is responsible for providing direct care, coordinating and reviewing person-centred care plans, supervising staff, and ensuring safe, effective care delivery throughout each shift. In the absence of the Unit Manager, the post holder will assume delegated responsibility for the day-to-day management of the unit, ensuring compliance with legislation, Health and Safety requirements, Scottish Social Services Council (SSSC) Codes of Practice, West Lothian Council policies, Care Inspectorate standards, and the Health and Social Care Standards.

Key Responsibilities

Person-Centred Care

- Deliver high-quality personal care and support in accordance with residents' assessed needs and individual outcomes.
- oversee care provision of residents, ensuring care plans are developed, implemented, monitored and reviewed using the electronic care planning system.
- Promote independence, dignity, choice, rights and wellbeing, ensuring residents are supported to make informed decisions wherever possible.
- Ensure care practice is inclusive, non-discriminatory and respectful of residents' cultural, spiritual and personal preferences.
- Recognise changes in residents' physical, emotional or cognitive wellbeing and take appropriate action, including timely communication with health professionals and families where appropriate.
- Support residents receiving palliative and end-of-life care in accordance with best practice.

Clinical Governance and Care Planning

- Maintain accurate and contemporaneous electronic care records in accordance with Council procedures and professional standards.
- Monitor care outcomes and ensure care plans reflect residents' changing needs.
- Support the effective use of the electronic medication management system, ensuring medicines are administered safely and in accordance with legislation and Council policies.
- Report accidents, incidents, safeguarding concerns and significant events promptly using Council reporting systems,

Leadership and Supervision

- Lead the care team during allocated shifts, ensuring safe, effective and compassionate care is delivered at all times.
- Supervise, mentor and support Social Care Support Workers and Social Care Practitioners to maintain high standards of practice.
- Allocate work appropriately according to residents' needs and staff competence.
- Undertake formal supervision, performance development reviews and support staff learning and development.
- Support the induction, mentoring and competency assessment of new staff.
- Take appropriate action to address performance concerns and escalate issues to the Unit Manager where necessary.
- Undertake initial absence management procedures, including return-to-work discussions in accordance with Council policy.

Operational Responsibilities

- Support the Unit Manager in maintaining safe staffing levels and responding to changing service demands.
- Ensure effective communication during shift handovers and multidisciplinary meetings.
- Order equipment and supplies in accordance with Council financial procedures.
- Maintain a safe, clean and welcoming environment for residents, visitors and staff.
- Act Duty manager and ensure the security of the building and its occupants.

Partnership Working

- Work collaboratively with residents, families, carers and advocates.
- Liaise effectively with Health and Social Care professionals, General Practitioners, Allied Health Professionals, Community Mental Health Teams and other partner agencies.
- Promote positive working relationships across West Lothian Health and Social Care Partnership.

Other Duties and Responsibilities

- Promote safe working practices and comply with all Health and Safety legislation and Council policies.
- Participate in mandatory and role-specific learning and development.
- Attend staff meetings, training sessions and quality improvement activities.
- Contribute to audits, inspections and continuous improvement initiatives.
- Support the implementation of Council policies, procedures and service developments.
- Undertake any other duties appropriate to the grade of the post.

Decisions Made in the Course of the Job

The post holder is expected to make informed decisions relating to:

- Day-to-day care and support for residents.
- Allocation and prioritisation of staff duties during shifts.
- Immediate responses to changes in residents' health or wellbeing.
- Safe administration of medication within Council procedures.
- Recording accurate information within electronic care planning systems.
- Initial management of incidents, emergencies and safeguarding concerns.
- Escalation of issues requiring management intervention.

Supervision Responsibilities

The Senior Social Care Worker is responsible for:

- Supervising staff working on shift.
- Monitoring standards of care and professional practice.
- Providing coaching, guidance and feedback.
- Undertaking structured supervision for designated staff.
- Supporting learning, competency development and continuous professional development.
- Ensuring appropriate absence management procedures are followed.
- Escalating staffing or performance concerns to the Unit Manager.

Key Contacts

- Residents
- Families, carers and representatives
- Unit Manager and Residential Service Managers
- Health and Social Care professionals
- General Practitioners
- Allied Health Professionals
- Community Nursing Teams
- Mental Health Services
- Pharmacy Services
- Care Inspectorate
- Scottish Social Services Council
- Internal Council services and partner organisations

Essential Qualifications

- SVQ Level 3 in Health and Social Care (SCQF Level 7) or equivalent.
- Registration with the Scottish Social Services Council (SSSC) as required for the role.
- Commitment to continuous professional development.

Essential Experience

- Experience of working within older people's residential care.
- Experience supporting people living with dementia, frailty, mental health and complex health needs.
- Experience of supervising or leading staff.
- Experience of person-centred care planning.
- Experience using electronic care planning and medication management systems.
- Experience of working within multidisciplinary teams.

Knowledge and Skills

The post holder will demonstrate:

- Sound knowledge of person-centred practice and outcome-focused care.
- Knowledge of dementia care and best practice for older people.
- Understanding of Adult Support and Protection legislation.
- Knowledge of the Health and Social Care Standards.
- Knowledge of Care Inspectorate requirements.
- Effective leadership and communication skills.
- Ability to prioritise workload and make informed decisions under pressure.
- Competence in electronic record keeping and digital care systems.
- Commitment to equality, diversity and human rights.

Personal Attributes

- Compassionate and respectful.
- Professional and accountable.
- Calm and resilient under pressure.
- Flexible and adaptable.
- Positive role model for others.
- Committed to continuous improvement and high-quality care.

Special Conditions

- Shift working, including weekends, evenings, nights and public holidays.
- Participation in emergency cover arrangements as required within Burngrange and the other two West Lothian Council Care Homes