Recruitment Information Pack

Job Title	Residential Care Officer
Reference No	510.58
Location	Residential Children's Houses (Torcroft and Whitrigg)
Hours	36 hours
Salary	£41,050 - £44,955
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	Residential Care Officer
Reports to:	Assistant Houses Manager – Residential Houses
Location:	Residential Children's Houses (Torcroft and Whitrigg)

Purpose of the job

To contribute to the provision and maintenance of a nurturing environment in which physical, emotional, psychological, social and educational (where appropriate) needs of children and young people in care are paramount.

To implement the function and objectives of the service, within the policies and guidelines established by West Lothian Council.

To carry out the role of Residential Care Officer in accordance with standards set by the Department, working collaboratively with the Assistant Manager, Unit Manager and Group Manager.

To undertake keyworker responsibility for the care of individual children/young people and their care plan.

Job Scope

Clients / Professional

To contribute to the creation of a culture and ethos in which the needs of the children/young people are paramount and which provides them with security, safety, care and social education and enables them to reach their potential.

To make every effort to promote a learning culture to be achieved and to advocate on behalf of the young person where such facilities have either not been made available or withdrawn.

To work collaboratively with the child/young person, their family and other relevant professionals.

Active participation in the development of the individual Care Plan, which may involve attendance at Case Conferences, Child Planning Meetings, Looked Child Reviews or equivalent, Children's Hearing's or other professional meetings as appropriate.

To provide as part of a team, a flexible, sensitive and integrated child care service to a group of young people, in response to assessed need, identifying required support when appropriate.

To encourage and enable children/young people to participate in valued activities within the community, where appropriate.

To contribute to the ongoing comprehensive system of assessment of individual care planning within the unit and, where appropriate, prepare reports for Children's Hearings, Reviews etc.

To contribute to the provision of effective intake, discharge and review systems in line with Departmental Procedures and Child Care Legislation.

To provide children/young people with individual support and guidance according to their needs and, where appropriate, their wishes.

To ensure the safety of all children/young people.

To ensure that areas of unmet needs are recognised and reported to the Assistant Manager and/or Manager.

To adopt good communication and a co-operative approach with children/young people and to work with parents, families and other significant adults. Ensuring good processes of communication with the local community and other agencies.

To impress upon children and young people resident in the unit the importance of good relations with the local community supporting them to achieve this.

To encourage and enable young people to participate in positive activities within the community.

To participate in a forum for consultation and involvement of the children/young people in the running of their current home.

To ensure that children/young people are helped to understand their rights and responsibilities under the Department's Complaints Procedure, and that a positive response is made to these complaints in accordance with Departmental policy and guidance.

To participate in and contribute to the overall review and development of services for children/young.

Where appropriate within the terms of an overall care plan for young people and their families, to participate in outreach and after-care activities.

Responsible For

None

OTHER DUTIES / RESPONSIBILITIES

Having regard to the West Lothian Council and Departmental policy on health, safety and welfare at work to ensure, in conjunction with the assistant unit manager/ manager and appropriate senior staff, that the terms of the Health and Safety at Work Act and associated Regulations are observed within the unit, including risk assessment, fire drills and emergency procedures.

To assist in the day to day security of the unit, ensuring completion of tasks such as sign in of visitors.

To assist the assistant unit manager/manager, in ensuring that all fixtures, fittings and fabric, etc. are adequately maintained by reporting defects, as necessary in line with health and social care standards.

Individual responsibility to ensure familiarisation with policies and procedures.

Individual responsibility to ensure all essential training is complete within required timescales.

To undertake other appropriate duties to meet the needs of the service.

Principal Accountabilities/Key Tasks

DECISIONS MADE IN COURSE OF JOB

Contribute to the professional oversight and decision making in relation to child care programme.

Participate in planning for individual admissions to the unit, the care to be provided for the child/young person whilst in the unit and the support to the child/young person when moving on to other placements or independent living.

Contribute to the planning for Outreach work.

SUPERVISION RECEIVED

Expected to work substantially on own initiative within the framework of policy and priorities as established. Will receive regular supervision in line with the West Lothian Council Social Policy Supervision Policy.

Meet with senior staff on a regular, planned basis to discuss issues relating to children/young people and your own personal development and training needs.

CONTACTS

Relatives/carers/representatives of children/young people.
Other professional staff involved with clients.
Registration and Inspection Unit staff (Care Inspectorate)
Trainees on placement.
Children's Panel Members and Reporter's staff.
Police, G. P's and members of the local community.

EXPERIENCE REQUIRED

Experience and/or knowledge of care work, ideally involving work with children/young people.

COMPLEXITY

In conjunction with senior staff and other colleagues, ensure the appropriate implementation of new policies and professional practices.

In undertaking the role of Residential Care Officer, to ensure that the rights of children/young people are paramount.

To maintain a working knowledge of relevant legislation.

CREATIVITY

To contribute to the development of new and innovative approaches, which reflect creativity and flexibility in relation to the operation of services to children/young people within this area of work.

To assist in ensuring that service delivery is at all times, responsive to changing needs and demand and that the views of children/young people are always taken into consideration.

To promote inter-agency collaboration and co-operation with other statutory and non-statutory agencies to ensure a well co-ordinated service to children and young people.

OTHER SPECIAL FACTORS

Residential staff operate on a pre-determined shift pattern covering 365 days a year. A Residential Care Officer is required to work their contractual hours across this schedule with participation in an additional sleep in rota.

Subsequently, these conditions demand a high level of self-motivation and professional responsibility in performing duties.

Staffing schedules will be compiled to meet the needs of the unit and to meet health and social care standards and will be subject to alteration in response to the needs of the service, which will be determined by the Unit Manager and/or Assistant Unit Manager.

Qualifications, Skills, Knowledge

Essential

As a minimum, an HNC in Social Care (including SVQ level 3 or equivalent)
Registered or in the process of registering with the Scottish Social Services Council (SSSC)
Knowledge in the use of relevant IT systems.

Desirable

Post qualifying experience.
Experience working with children/young people in a challenging or vulnerable environment.
Ability to prepare written information and complete case records in accordance with internal procedures.

Other Essential Information

PVG

PERSON SPECIFICATION

FACTOR	ESSENTIAL	DESIRABLE
Qualification/Attained	HNC in Social care and SVQ 3	Previous experience in Youth Work, Child Care, Education or Health care setting,
Relevant knowledge and experience	Evidence of ability to work effectively with children and their families in one or more of the following fields; youth work, community development, social work, criminal justice, health/addictions, education, housing, police. Understanding of participatory approaches. Understanding of child development and children and young people's wellbeing needs. Evidence of ability to work effectively in partnership with others.	Previous experience working within residential child care setting and/or within children`s services. Knowledge of Child Care legislation.
Job related skills	A good understanding of I.T systems such as word and excel. Effective written and oral communication skills. Good interpersonal skills. Good organisational and time management abilities. Effective team worker. Able to work effectively with outside agencies.	Experience of crisis intervention. Experience of encouraging young people to actively participate in decision making processes. Ability to relate to, encourage and motivate young people and families and form positive relationships.
Personal qualities	Able to work within a team and in partnership with other relevant others involved in the care planning for the young people. Ability to adopt a flexible approach to work requirements.	An ability to form and maintain good positive therapeutic relationships**.**