

Department: Adults and Communities
Contact Officer: Andrea Rodin
Telephone: 01753 690436

November 2018

Dear Applicant

Post: Social Work Assistant

Thank you for the interest you have shown in this opportunity to work at Slough Borough Council.

People are proud to live and work in Slough where diversity is celebrated and where residents can enjoy fulfilling prosperous and healthy lives. Our vision is to make a difference to our communities and our environment by taking pride in Slough. All of our employees, whatever their job, contribute to delivering services to local people - either directly, or by supporting colleagues. Join our team at Slough Borough Council and see why we are proud to be Slough.

This Information Job Pack gives a full explanation of the job and working at Slough Borough Council, which I hope will encourage you to apply for the post.

To apply please complete an application form and send it by email to recruitment@slough.gov.uk or post it to the Recruitment Team, Slough Borough Council, Arvato public sector services, Phoenix 1, 59-63 Farnham Road, Slough SL1 3TN

This is an open advertisement and interviews will be held following receipt and assessment of suitable applications.

If you would like to discuss this position on an informal basis please contact me on 01753 690436.

I look forward to receiving an application from you.

Yours faithfully

Andrea Rodin
Locality Manager

How to Apply

KEY DATES

This is an open advert and interviews will be held following receipt and assessment of suitable applications.

To apply for this post you must complete a Slough Borough Council **application form**. You may submit a CV in addition to your application form. Please note that a CV alone will not be accepted as they do not meet our assessment criteria and commitment to equal opportunities.

Completing Application Forms

Particular attention should be given to the Supporting Information section within the application form. Shortlisting is based on the candidate's ability to meet the selection criteria within the person specification. Therefore, it is essential that you outline clear examples and evidence of how you meet the requirements of the person specification. Examples and evidence should also relate back to the duties/accountabilities contained in the job description.

It is important that you complete ALL sections of the application form; you can attach additional information if you wish.

Recruitment Monitoring Form

Please complete our Recruitment Monitoring Form as this provides us with important information to monitor the process of the appointment of individuals under current legislation and our equal opportunities policy. This form will be separated from your application form and will not be used for shortlisting or selection purposes.

Reply Details

Your application form must reach us by closing date. Applications received after this date will not be considered. Application forms should be returned by:

- a) **E-mail: recruitment@slough.gov.uk**
- b) **Post: Recruitment Team, Human Resources, Slough Borough Council, Arvato public sector services, Phoenix 1, 59-63 Farnham Road, Slough SL1 3TN**

Further Information

Should you have any queries relating to any aspect of this appointment process, or require additional information, then call the Recruitment Team, direct line (01753) 875074, at Slough Borough Council.

Next Steps

If you are selected for interview we will contact you by telephone and confirm the details in writing.

If you have not heard from us within 4 weeks of the closing date, please assume that, on this occasion, your application has been unsuccessful.

Why we are proud to be Slough

Your career

Our employees choose to work in Slough because it offers many opportunities to develop your career and enhance your skills in an area that has much to offer.

We offer a range of benefits including:

- Local Government pension scheme
- Flexible working
- Health promotion days
- Discounted gym membership
- Access to learning and development

Our vision is “People are proud to live in Slough where diversity is celebrated and where residents can enjoy fulfilling, prosperous and healthy lives.”

The Borough

Slough Wellbeing Board is our umbrella partnership, bringing together local decision makers in a holistic approach to improve the wellbeing of communities. The Board oversees Slough Joint Wellbeing Strategy, which was agreed in 2013.

The wellbeing strategy has five priorities:

- Economy and Skills
- Health and Wellbeing
- Housing
- Regeneration and Environment
- Safer Communities

World-class businesses

Slough is an important commercial centre and we have Europe's largest trading estate in single ownership and a thriving and growing town centre. A wide range of well-known companies have their base in Slough.

Slough shares many similarities with some London boroughs and has an exciting cultural centre, with emerging young talent joining the more established cultural industries to create new and exciting work and leisure opportunities.

Culture in Slough

Slough has a population of 147,187 people and is a culturally diverse town with a range of communities. Two thirds of our population are from black and minority ethnic communities and the borough has a younger than average population structure.

Slough has many parks, open spaces and waterways to complement the urban feel of the town.

The town centre has two indoor shopping complexes. The pedestrianised piazza is the platform for entertainment, events and festivals in the town and is surrounded by more than 300 shops, restaurants and pubs. The diverse cultures of Slough offer an exciting mix and range of restaurants, serving most foods.

Well connected

Slough is integrated into the heart of the UK transport and communications network, located between the M4, M40 and the M25. Slough is in the M4 corridor, close to Heathrow Airport and within easy access of the M40 to the Midlands, the M1 to the North, the M3 to the South and the M25. Trains run from Paddington to Slough Station every 15 minutes.

With more than 3,500 parking spaces in the town centre, people from around the region are choosing to come to Slough for work, culture or life.

SLOUGH BOROUGH COUNCIL JOB DESCRIPTION

Post Pay Level: 5
DBS requirement: Yes

JOB TITLE: **Social Work Assistant**

RESPONSIBLE TO: Social Worker

RESPONSIBLE FOR:

Working within a multi-disciplinary team and applying a strengths-based, community focused model of social care within a locality setting. Social Work Assistants will hold a caseload of residents or their carers to undertake appropriate assessments, care and support plans and reviews in accordance with legislation, Council and Departmental Procedures and best practice.

Number of reports:

Direct reports: 0
Indirect reports: 0
Total Managed: 0

Financial Responsibilities:

None – however the emphasis on social work assistants has altered over time and a key part of the role is to identify ways to support individuals and their carers through asset based conversations and reduce overall expenditure.

MAIN PURPOSE OF JOB:

- To provide assessment, care & support planning and review activity as required, ensuring risks have been identified and addressed in order to provide a safe personalised strengths based care & support plan to meet specific needs and interests of the residents
- To support service users to remain in the community by means of practical and emotional support as part of an agreed care package
- To respond appropriately and in a timely manner to customer enquiries and provide accurate information to members of the public

MAIN ACCOUNTABILITIES:

1. To undertake enquiries under the Safeguarding Adults policy and procedure where agreed and appropriate and any investigations or referrals commensurate with the role
2. To keep updated information about available resources from a wide remit of health and social care agencies and other organisations. This will enable teams to provide high quality information and advice to customers.
3. To ensure that service users and their families have access to translation and interpretation services as appropriate to their cultural and religious need.

4. To record information required to monitor and evaluate the effectiveness of the service. This will ensure that outcomes will be measured in relation to the speed and type of response that will support people in the community, facilitate hospital discharges and promote independence.
5. To be responsible for recording details on the electronic IAS system, ensuring all records are accurate and up to date for collection of statistical data. To comply with relevant local information, governance, policies, legislation and the Data Protection Act.
6. Provide a broad range of support to residents or their carers (appropriate to level of qualifications) who have physical or mental health problems, learning difficulties, dependencies or who are elderly and infirm, to help to develop and/or maintain independence.
7. Through a strengths based community focus, promote a person's wellbeing and focus on early and preventative interventions by handing power to individuals and communities, encouraging them to take more responsibility by using their often untapped strengths.
8. To ensure on-going work, (care planning and support packages) are reviewed in accordance with the Department's policies, contractual agreements and in liaison with appropriate colleagues, partner agencies and service providers.
9. To undertake reviews to ensure that the needs of service users are fully met through a personalised approach in a support plan that provides adequately for their wellbeing and safety as well as making effective use of resources.
10. Determine any issues relating to a resident or their carer's circumstances (including family and carer arrangements) to ensure that the relevant parties are involved and that the circumstances are reflected in conjunction with a resident or their carer.
11. To understand the key concepts of the knowledge base relevant to Social Work. To have a working knowledge of the Care Act, Mental Capacity Act, Continuing Health Care and Safeguarding practice and how to apply these duties according to this role.

Person Specification

Job Title: Social Work Assistant

	Description	Essential/ Desirable		Method: Application A Interview I Test T
Experience	<ul style="list-style-type: none"> • Experience of working within a social care environment with vulnerable people. • An awareness and sensitivity to the needs and wishes of vulnerable people living in the community with special needs. • Experience of working with a range of partners in social care provision • Experience of using IT, e.g. Microsoft packages and client information systems 	Essential Essential Essential Essential	√√ √√ √√ √√	A/I A/I A/I A/I
Knowledge	<ul style="list-style-type: none"> • Working knowledge of the relevant legislation and theories underpinning the provision of services to the relevant client group. • Basic knowledge of Community Services, e.g. Voluntary Sector, Council, Independent Sector provision, Leisure Services and Community Centres • Awareness of Safeguarding policies and procedures and action to be taken when concerns are raised • Awareness of legislation relating to equal opportunities and a commitment to equality and diversity • Knowledge of assessment processes, eligibility outcomes and care planning 	Desirable Essential Essential Essential Desirable	√√ √√ √√ √√	A/I A/I A/I A/I A/I
Key Competencies & Behaviours *	<ul style="list-style-type: none"> • The ability to converse at ease with customers and provide advice in accurate spoken English • Excellent verbal, written and IT skills • Able to develop effective working relationships with service users, colleagues and other agencies • Ability to work with vulnerable people who are in distress or in crisis • Ability to record information clearly under pressure and understand how getting good information contributes 	Essential Essential Essential Essential Essential	√√ √√ √√ √√ √√	A/I A/I A/I A/I A/I

	<p>to effective care planning</p> <ul style="list-style-type: none"> • Ability to undertake the screening and assessment of service users and carers in the community, identifying any areas of risk • Ability to undertake the screening and assessment of service users and carers in the community and support appropriately. • Ability to speak a second language other than English 	Essential	√√	A/I
		Essential	√√	A/I
		Desirable		A/I
Qualifications	<ul style="list-style-type: none"> • Educated to A level standard or equivalent e.g. NVQ level 3 or 4 in Social Care or commitment to achieving this OR able to demonstrate the appropriate values to undertake the role • Evidence of continuing professional development • Full UK driving licence and daily use of a car 	Essential	√√	A
		Essential	√√	A
		Essential	√√	A

Main Conditions Of Service

PERMANENT EMPLOYEES

DATE: November 2018 **CLOSING DATE:** OPEN ADVERT

DIRECTORATE: Adults and Communities

JOB TITLE: Social Work Assistant

Level

Level 5, SCP 23 to 29, £21,693 to £26,470 per annum exclusive of local weighting allowance. A local weighting allowance of £908 is also payable.

Payment of Salary

Your salary will be paid monthly in twelve equal payments into a bank, giro bank or building society account of your choice. This will be on or about the last working day of the month.

Annual increments are paid on 1st April each year subject to six months' service and satisfactory performance.

Annual Leave

Annual leave entitlement inclusive of extra-statutory and concessionary days is as follows:-

Complete year's entitlement		
Up to 2 years' local government continuous service as at 1st April	More than 2 years' but less than 5 years' local government continuous service as at 1st April	More than 5 years' local government continuous service as at 1st April
25 days	29 days	32 days

Hours of Work

37 hours a week.

The Council supports a range of flexible working arrangements to promote work-life balance dependant on the operational needs of each service.

Pension

Unless you specifically opt out in writing, you will automatically become a member of the Local Government Pension Scheme (LGPS). Further details are available from the council or you can link to the website for a Guide for Thinking of joining <https://www.lgpsmember.org/thinking-joining.php>. Further information on the pension scheme can be found under <https://www.lgpsmember.org/index.php>

The LGPS offers you the flexibility to pay half your normal contribution rate and build up half your normal pension whilst retaining full life and ill-health cover. The contribution rates can be found under, <https://www.lgpsmember.org/arm/already-member-contsf.php>.

You may choose to remain in or arrange your own personal pension plan (PPP), or remain in the State Earnings Related Pension Scheme (SERPS).

Allowances

Mileage allowances

The Council will reimburse all business mileage undertaken, whether inside or outside the borough, in accordance with HM Revenue and Customs rates. Currently this will be paid at 45p/mile for the first 10,000 business miles in the tax year and 25p for each business mile over 10,000 miles in the tax year. All mileage claims need to be supported by VAT receipts.

Business mileage undertaken by motorcycle or bicycle, whether inside or outside the borough, will be paid in accordance with HM Revenue and Customs rates, ie for motorcycles 24p per mile (claims to be supported by VAT receipts) and for bicycles (claims to be submitted) 20p per mile.

Once any employee hits 1,000 business miles or more in any one tax year a lump sum of £1,000 will be paid. This rate will be up-rated in line with NJC annual pay award.

These provisions are subject to review, variation and discontinuance at the Council's discretion and/or in the light of operational needs.

All employees who use their cars for official business must ensure that their vehicle insurance policy is suitably endorsed for official and authorised Council business use.

Evening Meetings

You will be paid an allowance if you have to attend approved evening council meetings.

These are meetings are usually held at/or after 6pm, called by a Committee Clerk and attended by one or more councillor.

For other evening attendance time off in lieu will be granted unless there has been specific approval for the payment of overtime.

You will be paid an allowance equivalent to 4.5 hours at plain time for each evening you attend. This will not be counted as part of your contractual hours of work.

Telephone allowance

In certain cases, the council will pay the rental charge and the cost of business calls.

Professional subscriptions

The Council will reimburse you for the cost of one professional subscription per annum if agreed by your Director as relevant and necessary to the fulfilment of your duties.

Other payments

Other payments may be made for additional work, outstanding performance, temporary cover for senior employees and other special circumstances.

Smoke Free

Slough Borough Council is a Smoke Free Council and smoking is not permitted within any Council premises, non-residential buildings and Council Vehicles.

Health Assessment

The Council believes that screening new employees is an important management process and therefore you will be asked to complete a Health Assessment Questionnaire, however this is not a condition of employment. As part of this process we may ask you to take a medical examination if the council's medical adviser feels it is necessary to the position. Certain key employees are medically examined periodically. The council will pay for this.

Probationary period

Six months - during this period you will be covered by the Council's Probationary Policy and Procedure. Your work performance will be monitored closely and you will be expected to demonstrate your suitability for the post.

Political restrictions

This post is not politically restricted under the Local Government and Housing Act 1989.

If it is a restricted post, this means that you can be a member of a political party but cannot hold office for that party or stand for election as a councillor or MP.

Period of Notice

The written notice that you must give the Council is:

Levels	Notice Period
5-7	8 weeks

Disclosure and Barring Service (DBS)

(The Rehabilitation of Offenders Act 1974)

Posts which involve working with children or vulnerable groups are covered by the Rehabilitation of Offenders Act 1974(Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. If this post involves working with children it is also covered by the protection of Children Act 1999.

The DBS has been set up by the government to ensure safer recruitment practice to protect children and vulnerable adults. Two types of checks are available; Standard and Enhanced. *A caution or conviction will not necessarily bar you from obtaining employment.* The Disclosure that will be required for this post is **ENHANCED**.

Prior to any offer of employment being made you will be required to complete a Disclosure application form. On this form you will need to declare ALL UNSPENT CAUTIONS, BIND OVER ORDERS & CONVICTIONS. All information given will be treated as strictly confidential and will be stored securely.

Once completed this disclosure form will be sent to the DBS. The DBS searches police records and, in relevant cases, barred list information, and then issues a DBS certificate to you. You will need to produce this copy to Slough Borough Council to help us make an informed recruitment decision.

We will consider any previous offences in accordance with our Equal Opportunities policy. There are, however, certain offences which will restrict you from working with children under the regulations made under the Protection of Children's Act 1999, including Schedule 1 offences such as sexual and violent offences.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to disclose information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

If you require further information you can contact the DBS direct on 0870 90 90 811 or visit their website at www.homeoffice.gov.uk/dbs

If you do take up employment it is necessary for you to inform your Line Manager of any cautions, bind overs or convictions you sustain during the subsequent course of your employment. **Failure to do so will lead to dismissal.**

Important: We will report all persons to the relevant authorities who attempt to obtain employment whilst they are disqualified from working with children or vulnerable adults.

Enhanced DBS check

An enhanced check contains the same details as a standard check, together with any information held locally by police forces that it is reasonably considered might be relevant to the post applied for.

An enhanced check with information from the DBS's children's and/or adults barred list is only available for those individuals engaged in regulated activity with children and/or adults and a small number of posts as listed in the Police Act regulations.

General Employment Information

Data Protection Act

The information you provide will be processed in accordance with the Data Protection Acts 1998 and any subsequent legislation.

Equality Act 2010

This Act protects people with disabilities from unlawful discrimination. The Council operates a "Guaranteed Interview Scheme" for applicants who declare they have a 'disability' (as defined by the Equality Act 2010). Any 'disabled' applicant who meets the essential criteria for the job will be offered an interview.

Definition of Disability

The definition of disability, as outlined in the Equality Act 2010 is as follows:

"A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities".

To be protected under the Act,

- An individual must have, or have had, an impairment which can be physical or mental
- It must have adverse effects which are substantial, that is something more than minor or trivial.
- It needs to be long term, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected

And

- It must affect normal day-to-day activities at work on a regular basis

Equal Opportunities in Employment

Slough Borough Council is committed to being an employer of choice. Our aim is to ensure that no job applicant or employee receives less favourable treatment on grounds of age, disability, gender reassignment, marriage or civil partnership, maternity and pregnancy, race, religion or belief, sex and sexual orientation. These are protected characteristics under the Equality Act 2010. In addition, the Council also recognises trade union membership and activity or any other reason which cannot be shown to be justified which will also result in grounds for unfair discrimination.

Recruitment and selection criteria, procedures and practices will be kept under regular review to ensure that individuals are selected or promoted on merit. All employees will be given equal opportunity and, where appropriate, training to progress within the Council.

Local authorities have a legal responsibility to promote Equality of Opportunity. The Council is committed to the use of those statutory provisions which permit Positive Action to improve recruitment and access to training where disadvantaged groups are under-represented. In particular the Council aims for its workforce to be representative of the local population of whom over a third are of ethnic minority origin.

The Council continually monitors this policy to assess its effectiveness.

Feedback

Anyone who applies for a job with Slough Borough Council and is unsuccessful can arrange for verbal feedback to be given by contacting the Chair of the shortlisting / interview panel.

Interview Expenses

Reasonable out of pocket expenses will be reimbursed when attending for interview; travelling expenses are limited to 2nd class rail/bus fare. Mileage is reimbursed at a rate of 19.8p per mile. Candidates will be sent their expenses by cheque after the interview. If a candidate is invited from overseas, travel expenses will be calculated from the nearest airport/ seaport in this country.

Pre-Employment Screening

It is our policy to carry out checks to confirm the details on the application form/CV. False information which results in an appointment will render the individual liable to dismissal without notice.

- **Proof of Qualifications**

You will be asked to produce certificates confirming your qualifications or membership of professional bodies that are stated in your application form/CV.

- **References**

References offered will be taken up. We reserve the right to contact any other previous employer for a reference. We will also take into consideration relevant information received from any source. This may include information held by the authority, for example in social care or education, and information received from other external authorities or bodies.

- **Work Permit**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. You will be asked to submit original proof of identification (photocopies are not acceptable), such as a birth certificate, national insurance number, passport or driving licence. You will be asked to submit all marriage/relevant certificates in cases where you have changed your name, and previous address details.

The Advertisement

'People are proud to live and work in Slough where diversity is celebrated and where residents can enjoy fulfilling prosperous and healthy lives'.

Social Work Assistant £22,601 to £27,378 fully Inclusive

Do you want to be part of an exciting opportunity within our Locality Team

Working at the forefront of our vibrant Adults and Communities Directorate, you'll be vital to delivering the council's statutory adult social care duties and responsibilities within the Care Act. This social work assistant post will require a person with a high degree of flexibility and creativity and a positive forward-thinking attitude. We have excellent training development programmes for staff and opportunities to build a rewarding career in this exciting sector. Join us to help deliver these services.

For an informal discussion about the post please contact Andrea Rodin (Locality Manager) on 01753 690436.

This is an open advertisement and interviews will be held following receipt and assessment of suitable applications.

Apply for this job on-line at www.slough.gov.uk/jobs. Alternatively email recruitment@slough.gov.uk or call our 24 hour message line on 01753 875074 for a pack, outlining the reference number above. Minicom service on 01753 875030

We value diversity.

