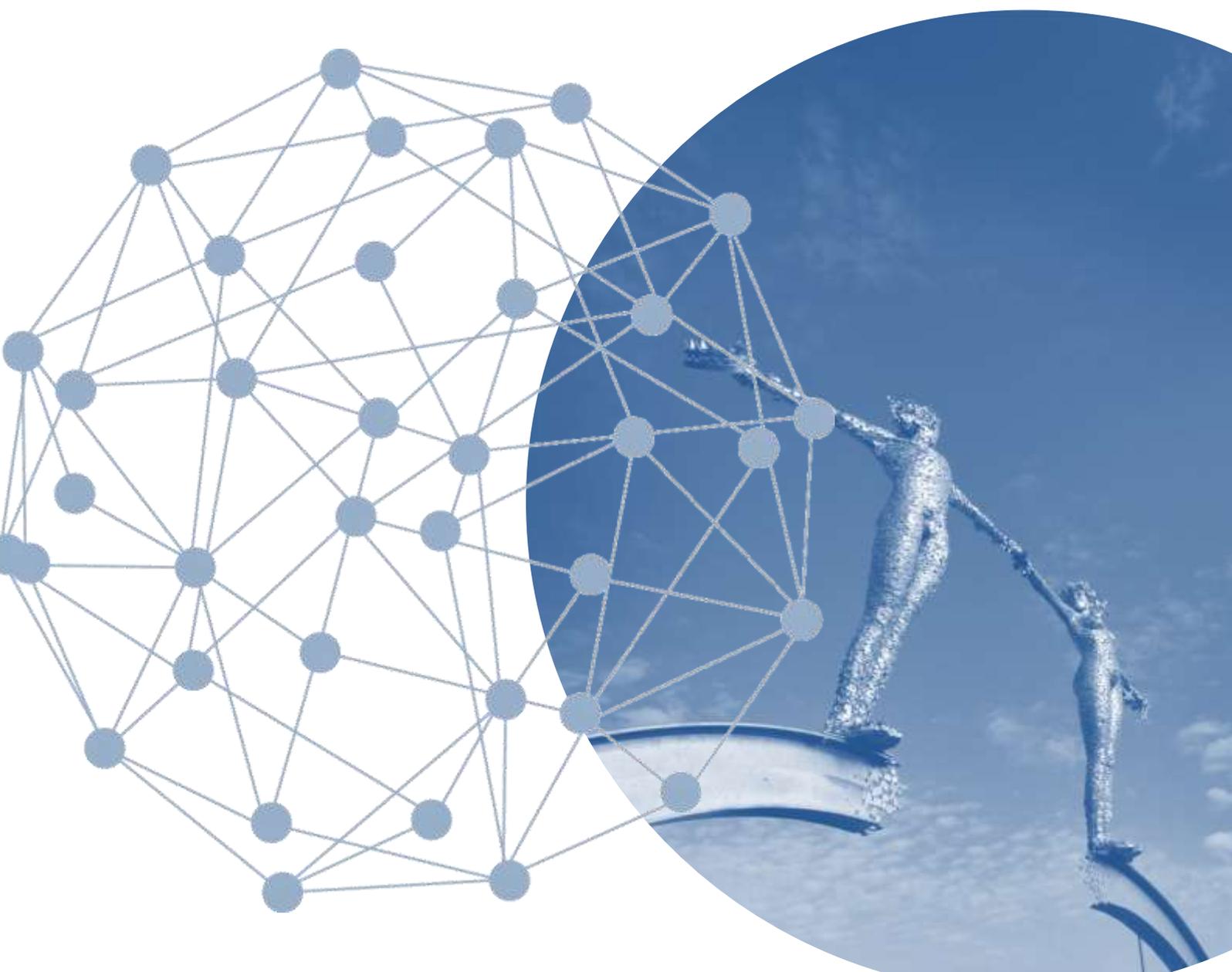




# **Social Care Practitioner (Nights)** **£26,553.77 - £29,838.77**



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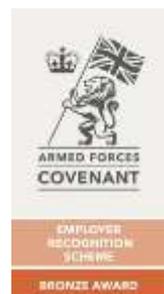
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## Recruitment Process and Key Dates

Apply online at [www.myjobscotland.gov.uk](http://www.myjobscotland.gov.uk). Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

### **KEY DATES**

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date is 27th June 2022

**You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.**

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

- (a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.
- (b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you..
- (c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

**If successful detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.**

## **About Clackmannanshire Council**

### **Welcome to Clackmannanshire**

Located in central Scotland, between the Ochil Hills and the River Forth, Clackmannanshire is recognised for its outstanding natural environment.

Clackmannanshire is a cost-effective living and business location. It is within easy commuting distance from most of central Scotland's major towns and cities.

The area benefits from a rail link to Glasgow and Edinburgh, while the Clackmannanshire Bridge gives a fast route across the Forth. The population of Clackmannanshire is just over 51,000.

### **The Council**

Clackmannanshire Council has 18 councillors in 5 multi-member wards. Three political parties and an independent are represented on the Council.

The Council's transformation programme, Be the Future, sets out corporate priorities and outcomes which are aligned to the Local Outcome Improvement Plan (LOIP) and our vision and values as expressed in the Corporate Plan.

This alignment maintains a consistent focus on our key themes:

- Sustainable Inclusive Growth
- Empowering Families and Communities
- and Health and Wellbeing
- and provides a clear focus for Council investment and delivery.

### **Key Links**

You can access additional background information at these links:

[Corporate Plan](#)

[Organisational Redesign](#)

[Demographic Information](#)

[Best Value Assurance Report](#)

**Further information and documents are available on our website:**

[www.clacks.gov.uk](http://www.clacks.gov.uk)

## The Corporate Plan 2018-22

# THE CORPORATE PLAN 2018-22, Be the FUTURE - OVERVIEW

<b>Our Vision</b>	We will be a valued, responsive, creative organisation, through collaboration, inclusive growth and innovation, to improve the quality of life for every person in Clackmannanshire.	
<b>Our Outcomes</b>	<ul style="list-style-type: none"> <li>● Clackmannanshire will be attractive to businesses and people and ensure fair opportunities for all.</li> <li>● Our communities will be resilient and empowered so that they can thrive and flourish.</li> <li>● Our families, children and young people will have the best possible start in life.</li> <li>● Women and girls will be confident and aspirational, and achieve their full potential.</li> </ul>	
<b>Our Priorities</b>	<b>Inclusive Growth, Jobs &amp; Employability</b>	<b>Reducing Child Poverty</b>
	<b>Raising Attainment</b>	<b>Sustainable Health &amp; Social Care</b>
	<b>Empower Families &amp; Communities</b>	<b>Organisational Transformation</b>
<b>Our Values</b>	<b>Be the CUSTOMER</b>	Listen to our customers, communicate honestly and with respect and integrity.
	<b>Be the TEAM</b>	Respect each other and work collectively for the common good.
	<b>Be the LEADER</b>	Make things happen, focusing always on our vision and outcomes, and deliver high standards of people leadership and corporate governance.
	<b>Be the COLLABORATOR</b>	Work collaboratively with our partners and communities to deliver our vision and outcomes.
	<b>Be the INNOVATOR</b>	Look outwardly, be proactive about improvement and strive always for innovation and inclusive growth.
	<b>Be the FUTURE</b>	Work always towards ensuring that we deliver our vision and live our values, so that we become a valued, responsive Council with a reputation for innovation and creativity.

## Recruitment Charter

### Our commitment to you as a job applicant

Clackmannanshire Council is an equal opportunities employer and is committed to promoting equality and social inclusion. The Council's aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place at any stage of recruitment.

- We will treat you in a polite, helpful and friendly manner at all times.
- When we contact you, we will give you the name, telephone number and email address of the member of staff who will deal with initial enquiries.

We will treat the information you provide in confidence and in line with our recruitment privacy notice. Only Human Resources staff and the recruitment panel will see your application form.

In accordance with General Data Protection Regulations and Data Protection legislation our recruitment privacy notice, included in this pack, provides information on how we process your personal information during and after the recruitment process and your rights in relation to this. We would ask that you read this document..

### Our recruitment Process

- You will receive an instant automated email acknowledging your on-line application has been successfully received by the Council
- We will normally advise you if you are being selected for interview or not within 2 weeks of the closing date for the post. (For certain posts where a Recruitment Committee or members of a School Board are involved, this timescale may be varied).
- We will give you reasonable notice of the date of the interview and if you are required to make a presentation to the interviewing panel a minimum of 1 week's notice will be given. Unless specified in the advert.
- If you have indicated you have a disability/been in the armed forces or corporate parenting and meet all the essential criteria as outlined in the job profile and tick the 'guaranteed interview' box on the application form, you will be invited to interview.
- The Council will make any particular arrangements you need to enable you to attend the interview, e.g. a location with ramp access, a sign language interpreter, information in large print, interpreter. If you have particular requirements, please contact the named individual on the accompanying letter for assistance to discuss your needs.
- Full-time jobs within the Council, other than those granted exemptions, are eligible to be considered for job share.
- We ask you to provide personal details on the Equal Opportunities questionnaire. This information is not revealed to the selection panel but used to monitor our recruitment process.
- The information you provide on your application form will play a vital part in deciding whether you will be called for interview. It is important that you complete the application form as fully and as accurately as

possible. (On occasion applicants do not give enough relevant information about themselves and their experience).

- If you notify us you are unable to attend for interview at the time requested, we will try where possible to make alternative arrangements. This will however depend on the urgency to fill the post and / or availability of panel members.
- We do ask that you bring original copies of your qualifications and documentary evidence of your right to work within the UK when you attend for interview.
- If you are the successful candidate we will take up a number of pre employment checks including contacting the referees you detail on your application form. All pre-employment checks will need to be satisfactory before any formal offer of appointment is made
- For certain posts where there is a requirement for a PVG check, for which the timescale for receipt can vary no formal offer of appointment will be made until clearance has been received. You should consider this when handing in notice from your current position.
- Where an applicant has accepted an offer of employment issued from the Council, but subsequently declines to enter into terms of employment, then the costs of any security checks or otherwise, that have been incurred by the Council may be recovered in full from the applicant
- If you have been unsuccessful at interview, we will normally advise you within 2 weeks. Feedback will be available from the chair of the selection panel if requested.
- We are committed to achieving the standards we have set and acting on feedback from our customers. We welcome your comments. Please write / e-mail to the address below.

**Contact:     HR Services**  
**Kilncraigs, Greenside Street**  
**Alloa**  
**FK10 1EB**

**e-mail:        [humanresources@clacks.gov.uk](mailto:humanresources@clacks.gov.uk)**

## Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

### Section A

Post Title: Social Care Practitioner  
Including night Social Care  
Practitioner

Initial Location: Ludgate  
House/Menstrrie House

In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation.

Reports to post (Title): Senior Care  
Officer

Service: Health and Social Care  
Partnership

Date last updated: 2.12.19

Date if superseded: 17/05/2022

### Grading Section

Eval Ref: A3883

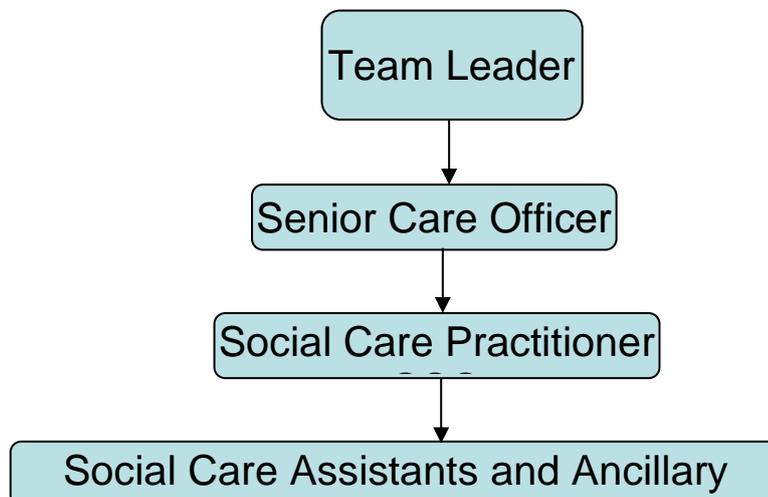
Post Number: Q8a

Grade: 6

### Section B

#### ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).



### **Section C**

#### **PRINCIPAL PURPOSE AND OBJECTIVES**

To provide a quality care service to clients living at home being supported by respite care or short term assessment, or as a resident in Menstrie House.

To work as part of a larger resource unit team of staff to deliver a care service to the community.

To ensure an appropriate and individualised service is provided to service users, in line with an individual's assessed need, delivering appropriate care outcomes.

Ensuring the provision of care and support is consistent with Health and Social Care Standards.

To ensure appropriate communication with relatives, other staff and agencies as required.

### **Section D**

#### **MAIN DUTIES AND RESPONSIBILITIES**

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

Contribute to a range of social, recreational and educational activities to provide a stimulating environment for older people both within the resource unit and through contact with resources in the local community.

To assist with client's physical care tasks i.e. washing, dressing, feeding, exercise programmes prescribed by health recognising and exercising at all times dignity and respect.

Promoting equality for all individuals promoting individual choice as far as possible.

Contributing to the protection of individuals from harm.

Attend to the emotional and spiritual needs of clients.

Prepare or participate in care planning and reviews of clients, actively encouraging personal choice of the individual

Operate within a key worker system, monitoring and ensuring clients are being afforded the opportunities, experiences and care identified in their care plan.

Administration and ordering of medication

Actively promote and ensure a high standard of care practice within the unit  
Providing and maintaining accurate records required by service policies and procedures.

Operate within the framework of service policies and procedures i.e. health and safety, infection control.

Attend staff meetings/training or any other meetings required, and contribute to service development.

Developing self to enhance performance.

Mentor and support new staff.

Cleaning and/or domestic duties as required of the post

At times some duties will include supervising and assisting to transport clients to and from their collection points on a vehicle allocated by the Team Leader –

Assist client on and off the vehicle as required .

Working with assessment teams and other appropriate agencies in determining a person's need of the service.

Contributing to planning the service to be delivered to the individual and family.

To determine the ways in which the service can support service users and their families by:

- Obtaining and evaluating information an individual's service needs
- Monitoring and maintaining service users' needs

Contributing to the development of an annual plan for the unit which meets the requirements of Clackmannanshire and Stirling Health and Social Care Partnership as well as Health and Social Care Standards.

#### Tasks specific to night shift Social Care Practitioner

Safety and security of the building over night.

Take the lead on decisions regarding resident care overnight, including when to call for additional support for any residents who may fall ill in the night.

Complete night time care plans for residents/ clients.

Co ordinate the shift by allocation of tasks to social care assistants.

Mentor and support new staff.

## Section E

### KNOWLEDGE, SKILLS AND EXPERIENCE

This section details the knowledge and skills including any qualification, specific training or experience required.

#### Essential:

Criteria	Means of Assessment e.g. Application, Interview, Reference, Certificate
<p>1. You must have any of the listed qualifications below; if you do not have any of the listed qualifications you must be willing to undertake this within the 5 year period outlined by SSSC to qualify for full SSSC registration. <b>(For Casual recruitment you must have any of the qualifications below)</b></p> <ul style="list-style-type: none"><li>• SVQ Social Services and Healthcare SCQF Level 7</li><li>• Any practice award in the supervisor or manager category</li><li>• HNC Social Services</li></ul>	Application Certificate
2. Eligible to register with the SSSC 6 months from start date (this must be provided to HR once obtained)	Application Certificate
3. Experience of working with older people	Application Interview
4. Knowledge of community services for older people	Interview
5. Knowledge and experience of partnership working with other organisations	Application Interview
6. Assessment skills	Application Interview
7. Good organisational skills	Application Interview
8. Effective communication skills	Interview
9. Effective recording and report writing skills using ICT and other methods.	Application Interview
10. Flexibility	Interview
11. Knowledge of relative legislation	Interview

12. Knowledge of Health and Safety in Care	Interview
13. Knowledge and experience of undertaking risk assessment	Application/ Interview
14. Gain/Maintain PVG scheme record/ scheme record update	Application Disclosure Check

Desirable:

Criteria	Means of Assessment e.g. Application, Interview, Reference, Certificate
1. Driving Licence	Application Licence

### **Section F**

#### **WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS**

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

The post holder will require a flexible approach to this role, responding to requests from Team Leader to move around within the service if required.

The post holder will have client contact which will include i.e. washing, dressing, feeding, exercise programmes prescribed by health, recognising and exercising at all times dignity and respect.

### **Section G**

#### **PHYSICAL CO-ORDINATION**

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

Hours of work are in 6 or 12 hour durations, to meet the needs of the service.

Keyboard skills.

### **Section H**

#### **MENTAL SKILLS**

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

The post holder will be required to provide accurate records necessary for service policies and procedures and operate within the framework of service policies and procedures i.e. health and safety, infection control. Including having knowledge of Legal Framework, and Health and Safety Legislation.

### **Section I**

#### **CONCENTRATION**

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal /external deadlines, conflicting demands.

Able to work to tight time requirements

Ability to respond quickly to changing and demanding situations to meet the service needs.

## **Section J**

### **COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS**

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

The post holder will be required to liaise with care managers, health staff and other stakeholders regarding the admission, review and overall support to individuals entering the service with a view to ensuring the highest possible quality of care and ensuring all required are in place.

Contribute to the development and ongoing review of the service, policies and procedures relevant to the service, as required by the Care Inspectorate in order to achieve continuous improvement.

To contribute to compliance with a quality assurance framework, including performance standards.

To contribute to the maintenance of strong community links

## **Section K**

### **PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES**

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

Responsibility for the security of service users funds, personal belongings, ensuring compliance with Clackmannanshire Council's Financial regulations.

## **Section L**

### **INITIATIVE AND INDEPENDENCE**

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

The post holder requires to be able to make decisions using service procedures and protocols and only seeking support or advice when a situation requires. The post holder should in the first instance check policies and procedures and consult with colleagues before contacting the Senior on Call.

## **Section M**

### **EQUAL OPPORTUNITIES**

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

## **Section N**

### **HEALTH AND SAFETY**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out

your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.