



The Princess Royal Trust
for Carers

Sefton Carers Centre

Cares Keyworker - Substance Misuse

(17.5 hours per week)

APPLICATION PACK

Job Description

Person Specification

Application Form

Policy Statement on the recruitment of ex-offenders

Equal Opportunity Monitoring

Closing Date: 12 noon Friday 16th March 2012

Shortlisted applicants will be notified by the latest Friday 23rd March 2012

Interviews to held Monday 26th March 2012

N.B. CVs ***will not*** be accepted

Completed forms to :-
27-37 South Road
Waterloo
Liverpool
L22 5RF



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Registered number 3124430. Registered charity number 1050808



*The Princess Royal Trust
for Carers*

SEFTON CARERS CENTRE

Job Description

Job Title:	Carers Key Worker – Substance Misuse
Responsible to:	Substance Misuse Team Manager
Salary:	£9,580.52 per annum + 6% pension
Hours:	17.5 hours per week

Job Purpose

To contribute to the development of coordinated needs-led services to adult carers throughout the Metropolitan Borough of Sefton through the provision of a comprehensive information, support and advocacy service for carers of individuals who substance misuse.

Principle Tasks

1. To provide an information, support and advocacy service for adult carers primarily working with carers of service users with substance misuse issues.
2. To interpret current legislation in relation to carers and those they care for and inform them of their rights.
3. Actively promote the rights of carers and those they care for and assist in facilitating prompt and efficient access to appropriate services provided by Health, Social Services, Housing, Education and all other relevant agencies through:
 - a) being fully informed about services provided by all relevant statutory and non-statutory agencies, the policies and procedures, priorities and eligibility criteria, etc., of such services
 - b) advocating on behalf of adult carers and those they care for through signposting, referrals, liaison and negotiation with all relevant agencies to ensure their rights to services are fulfilled and to ensure they are properly supported in their caring role.
4. To assist in facilitating support groups for carers of individuals with substance misuse issues.
5. To promote and encourage multi-agency working partnerships with voluntary and statutory agencies through networking, liaison and attendance at

appropriate meetings.

6. To link with Carers Centre staff to provide additional back-up support to adult carers and service users and to ensure an holistic approach towards meeting their needs.
7. To contribute to the agency's monitoring and evaluation by:
 - a) maintaining clear and accurate records of all client contacts in compliance with the organisation's casework recording procedures.
 - b) submitting monthly progress reports to the Substance Misuse Team Manager and other written reports to the Carers Centre's Board of Trustees and funders, as required.
8. To contribute to the development and implementation of the organisation's quality assurance systems.
9. To participate in continuing professional development through training and education.
10. To act in accordance with the Carers Centre's Equal Opportunities policy at all times.
11. To undertake other duties commensurate with the role.

Health and Safety

It is the general duty of every employee to take reasonable care of their own health and safety and that of others and to cooperate with management in meeting its responsibilities under the Health and Safety at Work Act. Any failure to take such care, or the contravention of safety policy or managerial instructions, may result in disciplinary action being taken.

Confidentiality

All staff are required to respect the confidentiality of all matters that they may learn relating to their employment, other members of staff and the general public.

Data Protection

All staff are expected to adhere to the regulations regarding the Data Protection Act, in accordance with the Carers Centre's policies and procedures.

Variation

The postholder may be required to undertake other duties commensurate with the role. Some duties may be subject to variation changes and will only be made after consultation with the postholder.



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SEFTON CARERS CENTRE *Person Specification*

Carers Key Worker – Substance Misuse

Qualifications	Essential	Desirable	How Identified
Recognised professional qualification (e.g. DipSW, CQSW, CSS or other relevant qualification)		X	Application
Experience	Essential	Desirable	How Identified
Minimum of 2 years recent experience of involvement with service users (children and adults) and their carers, either in a paid or voluntary capacity	X		Application and interview
Previous experience of providing advocacy support either in a group or on an individual basis	X		Application and interview
Previous experience of managing a caseload	X		Application and interview
Knowledge	Essential	Desirable	How Identified
Knowledge and understanding of current legislation which underpins Health and Social Care	X		Application and interview
Good working knowledge of Sefton and its communities		X	Application and interview
Awareness of principles of equal opportunities and a commitment to anti-discriminatory/anti-oppressive practice	X		Application and interview
Awareness of Health and Safety at Work legislation and its requirements	X		Application and interview
Knowledge of Substance Misuse issues	X		Application and interview
Skills	Essential	Desirable	How identified
Good assessment skills	X		Application and interview
Excellent communication skills, both written and verbal	X		Application and interview
Group work skills		X	Application and interview
Good self-management skills with an ability to work under own initiative.	X		Application and interview
Flexibility around working hours	X		Application and interview



APPLICATION FOR EMPLOYMENT

Please complete this form in black ink.

Do not send a CV in place of this application form.



PRIVATE AND CONFIDENTIAL

Return this form to: Sefton Carers Centre
27-37 South Road
Waterloo
Liverpool L22 5RF

POSITION APPLIED FOR _____

Surname		Forename(s)		Title
Address:				
Postcode:		Telephone number:		
NI No:				
Current driving licence? Yes/No		Details of any endorsements		
Groups: Expiry Date:				
Are there any restrictions on you taking up employment in the UK? Yes No (If yes provide details)				

Education History

Schools:	Qualifications Gained
Colleges/Universities	Qualifications Gained
Other Training	

OTHER EMPLOYMENT

Please note any other employment you would continue with if you were to be successful in obtaining this position.

LEISURE

Please note here your leisure interests, sports and hobbies, or other pastimes, etc.

EMPLOYMENT HISTORY (Please complete in full using a separate sheet if necessary, starting with your most recent employment and give reasons for any gaps in employment)

Name and Address of employer	Job Titles and Duties	Dates To and From	Salary on Leaving	Reason for leaving

REFERENCES

Please provide details of two referees who can provide information relating to your competency in a caring role, one of whom must be your present or most recent employer (referees for qualified Nurses must be professionals). If you are a student, please give an academic referee. If you are applying for a post which requires unsupervised access to children/vulnerable adults, we reserve the right to approach any past employer for a reference.

1.	Name:	2.	Name:
	Position:		Position:
	Organisation:		Organisation:
	Address:		Address:
	Postcode:		Postcode:
	Tel No.		Tel No.
	May we approach the above prior to interview? Yes/No		May we approach the above prior to interview? Yes/No

GENERAL COMMENTS

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification).

CAUTIONS, REHABILITATION AND CRIMINAL RECORDS

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

In addition you are required to submit to a Criminal Records Bureau check. Any standard or enhanced disclosure made by the CRB/SCRO will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? YES/NO (delete as required)

If YES, please give details

DECLARATION

(Please read carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.

3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed:

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

1. As an organisation using the Criminal Records Bureau (CRB) and/or the Scottish Criminal Records Office (SCRO) Disclosure Service and/or AccessNI to assist in assessing applicants suitability for positions of trust, the company complies fully with the CRB/SCRO/AccessNI Code of Practice (a copy of which is available on request) and undertakes to treat all applicants for all posts fairly. The company will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.
2. We actively promote equality of opportunity for all and we select all candidates for interview on the basis of their talent, skills, qualifications and experience. We welcome applications from a wide range of candidates, including those with criminal records.
3. A disclosure is only requested where it is legally required or after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Where a disclosure will be required from a successful candidate, all applicants will be made aware of this at all stages of the recruitment process.
4. Where disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process.
5. Unless the nature of the position allows the company to ask questions about a candidate's entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders legislation.
6. We ensure that all those in the company who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.
7. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that may be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer or termination of employment.
8. We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer or terminating employment.
9. Having a criminal record will not necessarily bar an applicant from working for us. This will depend on the nature of the position and the circumstances and background of the offences.



Sefton Carers Centre

EQUAL OPPORTUNITY MONITORING

PRIVATE & CONFIDENTIAL

Position applied for:

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief, sex, marital status, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees are given equal opportunity and are encouraged to progress within the organisation.

We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:-

Date of Birth:

I would describe my ethnic group and sex as:- (please tick one box for your ethnic group and one box for your sex)

A) White

- English Scottish
- Welsh Irish
- Any other White background, please specify

B) Mixed

- White and Black Caribbean White and Black African
- White and Asian
- Any other Mixed background, please specify

C) Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

- Indian Pakistani
- Bangladeshi
- Any other Asian background, please specify

D) Black, Black British, Black English, Black Scottish or Black Welsh

- Caribbean African
- Any other Black background, please specify

E) Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other Ethnic Group

- Chinese
- Any other background, please specify

F) Sex

- Male Female

Name:.....

Signed.....