



*The Princess Royal Trust
for Carers*

Sefton Carers Centre

Parent Carer Employment Officer

APPLICATION PACK

Job Description
Person Specification
Equal Opportunities Form
Rehabilitation of Offenders Act 1974
Application Form

Closing Date: Tuesday 20 April 2010

Interviews to be held on Friday 30 April 2010

27-37 South Road
Waterloo
Liverpool
L22 5RF

N.B. *Applications must be handwritten
CVs **will not** be accepted*



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Sefton Carers Centre

JOB DESCRIPTION

Job Title : Parent Carer Employment Officer, Southport

Responsible to : Training and Enterprise Manager, STEPs

Salary : £11,084 per annum + 6% pension

Hours : 17.5 hours per week

Timescale: May 2010 to March 2011

Job Purpose

To identify and assist Parent Carers who wish to enter the job market, and to assist in the facilitation of the Parent Carer Forum.

Main Duties

1. To receive referrals regarding Parent Carers, particularly from the Parent Carer Advocacy Team.
2. To discuss and advise Parent Carers on training, volunteering and employment options.
3. To signpost Parent Carers towards training, volunteering and employment opportunities including referring on to other specialist agencies.
4. To liaise with and work closely with the DCATCH (Disabled Children Access to Childcare) Project, and assist Parent Carers to access appropriate childcare.
5. To promote and support training and employment initiatives at Sefton Training and Employment Projects (STEPS).
6. To liaise with and work closely with the staff of Sefton Carers Centre, especially the Parent Carer Advocacy Team.
7. To liaise with the Parent Carer Advocacy Team and assist in the facilitation of the Parent Carer Forum.
8. To assist in the day to day running of STEPs through general duties.
9. To maintain appropriate records of work undertaken and to provide reports as requested.

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 co-operate 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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for Carers

SEFTON CARERS CENTRE

**Person Specification
Parent Carer Employment Officer**

Qualifications	Essential	Desirable	How Identified
DipSW, CQSW, CSS or other relevant qualification		X	Application
Experience	Essential	Desirable	How Identified
Minimum of 2 years recent experience of involvement with carers and service users in a paid or voluntary capacity	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
Knowledge and understanding of care management processes		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 practice
Awareness of Health and Safety at Work legislation and its requirements		X	Application
Skills	Essential	Desirable	How identified
Good assessment skills	X		Application and interview
Excellent communication skills, both written and verbal	X		Application and interview
Ability to liaise at all levels	X		Application and interview
Good self-management skills, with an ability to work under own initiative	X		Application and interview
Ability and commitment to maintaining confidentiality of information relating to the organisation	X		Application and interview

Ability to use information technology (Word Processing, Database)		X	Application
Personal Attributes	Essential	Desirable	How identified
Ability to work with people in a sensitive way	X		Interview
Ability to work effectively within a team	X		Interview
Commitment to continually develop and update knowledge	X		Application and interview
Commitment to professional development	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.



Sefton Carers Centre

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.		Date of Birth		
Current driving licence? Yes/No Groups: Expiry Date:		Details of endorsements		
Are there any restrictions on you taking up employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please provide details)				

EDUCATION HISTORY

Schools	From	To	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. Also include details of any voluntary work undertaken.

EMPLOYMENT HISTORY - (Please complete in full starting with most recent position first and continue on a separate sheet if necessary)

FROM - TO	NAME AND ADDRESS OF EMPLOYER	JOB TITLE AND DUTIES	START/FINISH SALARY	REASON FOR LEAVING

Notice required in current post:

Please explain any gaps in employment history

FROM	TO	REASON

REFERENCES

Please note here the names and addresses of two persons from whom the company may obtain work experience references, one of which must be your current/last employer.

1.	2.
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LEISURE

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

GENERAL COMMENTS

Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post with particular reference to the job description and person specification. Please continue on a separate sheet if necessary.

HEALTH DETAILS

Do you have a physical or mental impairment which has a substantial and long term effect on your ability to carry out day to day activities? Yes No

Please specify any special arrangements for work associated with any impairment.

Please specify any special arrangements you will need to attend an interview.

Please list any diseases, disorders, allergies, muscular or musculoskeletal injuries from which you have suffered or do suffer.

Please detail any form of medicine, drugs or treatment you are currently and/or regularly receiving.

Please list all absences from work in the past 12 months and the reasons for such absences.

DECLARATION (Please read this 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. I agree that the organisation reserves the right to require me to undergo a medical examination. (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 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:

Date:

EQUAL OPPORTUNITY MONITORING



PRIVATE & CONFIDENTIAL

Sefton Carers Centre

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:

Date:

Rehabilitation of Offenders Act 1974
(Exceptions) order 1975



Sefton Carers Centre

Confidential

Post applied for

You are asked to indicate below whether or not you have any criminal convictions or proceedings against you.

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 as amended. Applicants are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act.

Any failure to disclose all convictions, or failure to give details of any criminal proceedings pending against you could invalidate your application, or in the event of employment, could result in dismissal in accordance with the Centre's Disciplinary Procedure.

Any information given will be kept in strictest confidence and will be considered only in relation to your application for this post and if successful, your continued employment in a 'sensitive post. Please note that information provided about convictions which are deemed irrelevant to the post for which you are applying will be disregarded.

Have you any convictions? Yes No

Are there any criminal proceedings pending against you? Yes No

If you have answered yes to either question please provide details below (You may continue overleaf)

Full name (please print)

Previous name (where applicable)

Signature

Date