



West Cumbria Carers

Suite 7F Lakeland Business Park
Lamplugh Road
Cockermouth
CA13 0QT

Tel: 01900 821 976 **Fax:** 01900 826 206

e: general@westcumbriacarers.co.uk

Registered Charity Number: 1119369

Registered in England Number: 6123034

19 February 2015

Dear

Re: Carers Clinic Support Worker 15hours a week (fixed term 3 year contract)
Salary £19,997 for 37 hrs pro rata for 15 hrs (at least 3hrs per week will be worked outside of 9am-5pm
Mon – Fri this will include regular Saturday mornings)

Thank you for your interest in applying for the above post within our organisation.

Find enclosed an application form, job description, person spec and information leaflets about West Cumbria Carers. Please refer to person spec and job description when completing the application.

I would be grateful if you could return the medical questionnaire, signed rehabilitation of offender's forms and the equal opportunities form together with your completed application to the address at the top of this letter. When posting your application please bear in mind the closing date for applications is 12 noon on Thursday 5th March 2015 and no late applications will be accepted. Interviews will take place on Friday 13th February 2015; therefore if you have not heard anything from us by this date, this means your application has not been short listed for interview and has been unsuccessful

Please note that this post is subject to enhanced Disclosure and Barring Service check.

We look forward to hearing from you.

Yours sincerely

Sue Whitehead

Susan Whitehead
Chief Officer



JOB DESCRIPTION:

JOB TITLE:- Carers Clinic Support Worker

ACCOUNTABLE TO:- West Cumbria Carers Organisation

GRADE & SALARY:- £19,997 per annum full time salary 37hrs *(it is anticipated that at least 3hrs per week will be worked outside of 9am-5pm Mon to Fri this will include regular Sat morning hrs).*

HOURS:- 15hrs per week

LOCATION:- West Cumbria

MAIN PURPOSE OF JOB:

- To work as part of West Cumbria Carers Team, to support carers and develop, promote and run a series of clinics for carers throughout Allerdale (at least 3 clinics per month) and Copeland (at least 3 clinics per month)
- To work as part of the West Cumbria Carers Team, assist in the identification of carers, assess needs and implement appropriate support mechanisms to assist carers in their caring roles
- To support the organisation in its role to raise awareness of the needs of carers with both statutory and voluntary agencies and the wider community

MAIN TASKS & RESPONSIBILITIES:

- To build relationships and partnership with community, and statutory organisations and private businesses to develop venues for the clinics
- Work with West Cumbria Carers Volunteer Co-ordinator where appropriate to develop volunteer role descriptions for volunteers working at the clinics
- Work with Data and Communication Support Worker to develop a booking system for the clinics
- Enter data onto West Cumbria Carers database systems and IAS (CCC database system) as required
- Develop and deliver where appropriate publicity in connection with the project
- Ensure that all clinics are monitored and evaluated as per the funding guidelines
- Raise awareness of the needs of Carers and the issues relating to their Caring role.

- To identify and make contact with Carers in such a way as to enable them to express their needs and views.
- Assist Carers to complete Carers Assessments and provide appropriate support mechanisms
- To undertake contingency planning arrangements with carers for emergencies
- To work closely with statutory, voluntary and other agencies to enable them to make appropriate provision for the practical and emotional support of Carers and Young Carers
- To identify the individual needs of Carers and target services to meet their needs or identify alternative sources of help available.
- To provide an up to date information service for Carers and their families and professionals working with Carers.
- To liaise with Carers Support Workers and other staff members at West Cumbria Carers to identify and document appropriate case information
- To attend meetings provide written progress reports/project monitoring to West Cumbria Carers as required
- To make and maintain links with local, regional and national networks of and for carers
- To work closely with all Carers Support Workers, Carers Benefit Worker, Carers health Workers and Young carers Support Workers
- To attend any relevant training provided by West Cumbria Carers
- To provide support and information within the office
- To attend carers events, meetings and forums as required
- To carry out any additional relevant duties as required by this post



Carers Clinic Support Worker

PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS/ EDUCATION:	Reasonable education attainment at secondary school level.	Relevant qualification or training in social work/health teaching/training and/or adult education
KNOWLEDGE:	<ul style="list-style-type: none"> • Good knowledge of community and third sector organisations and services in rural areas of West Cumbria • Of Carers issues. • Of Long-term disabilities and illnesses. • Able to use a database and have excellent knowledge of IT. • Knowledge of monitoring and evaluation techniques 	<ul style="list-style-type: none"> • Of the work of Carers Associations.
EXPERIENCE:	Direct experience of: <ul style="list-style-type: none"> • Developing community based services • Working on own initiative • Communication and partnership working with staff of other agencies • Regular report writing • 	Experience of: <ul style="list-style-type: none"> • Multi-disciplinary working • Working with or within the voluntary sector • Health and social care services and community provision • Public speaking • Managing monitoring and evaluation processes and writing reports
ABILITIES & SKILLS:	<ul style="list-style-type: none"> • Ability to relate to Carers and Cared-For. • Good communication skills. • Ability to plan, work and organise under pressure. • Ability to work without direct supervision. • Ability to work as part of a team. • Ability to network with other agencies. • Ability to initiate and deliver innovative community based services 	<ul style="list-style-type: none"> • Ability to respond to new situations. • Ability to communicate well-written reports.
PERSONAL QUALITIES:	<ul style="list-style-type: none"> • Able to maintain working relationships with people at all levels. • Confident, committed and takes pride in their tasks in a professional manner. 	<ul style="list-style-type: none"> • A commitment to inter-agency working.
CIRCUMSTANCES:	<ul style="list-style-type: none"> • Able to work regular hours outside 9am – 5pm. • When required able to travel throughout the county. • Own transport 	



APPLICATION FORM

Job Title :

Please complete in **black ink or typescript**. All information should be entered on this form. You may re-type or word process this form if you prefer, provided you include all the information requested in a similar format.

YOUR DETAILS

Surname : Forenames :

Address :

.....

..... Postcode :

Date of Birth : NI Number :

Telephone : Mobile :

EDUCATION AND QUALIFICATIONS

Please give details of any qualifications you feel are relevant to your application:-

Please list in date order (most recent first). Please use a separate A4 sheet if necessary.

Dates	Name, full address of employer and main activity	Position held and brief summary of duties	Reason for leaving

Current Salary When available for employment.....

Have you ever received any disciplinary warnings, allegations of abuse, malpractice or professional misconduct made against you? YES / NO

If yes, please give details
.....
.....
.....
.....

SUPPORTING STATEMENT

Please use this space to explain why you are interested in this position, and to give any other relevant information in support of your application. (Guidance note: When filling in this section, it would be most helpful if you could identify how your experience and abilities relate to the Job Description and Person Specification for this post). **NO MORE THAN 2 SIDES.**

SPARE TIME INTERESTS

Please use this space to tell us about your membership of clubs or societies, community activities etc:-

REFERENCES

Please provide the information of two people who can provide you with a reference, one of which should be a present or most recent employer. Please indicate in what capacity you know the referee.

Name : Name :

Address : Address :

.....

.....

Postcode: Postcode:

Telephone Number : Telephone Number :

Occupation : Occupation :

How do you know them? : How do you know them? :

One reference must be from your most recent employer

DECLARATION

I confirm that to the best of my knowledge, the information given on this form is true and correct and can be treated as part of any subsequent Contract of Employment.

Signed : Date :

Please return this form to : West Cumbria Carers
Unit 7F, Lakeland Business Park
Lamplugh Road
Cockermouth, Cumbria
CA13 0QT



West Cumbria Carers

Equal Opportunities Monitoring Form

West Cumbria Carers is committed to equality of opportunity and to ensuring that all staff are appointed on the basis of merit, regardless of ethnic origin, gender, disability, racial identity, age or caring responsibilities.

In order to help us to ensure that this policy is being carried out, please supply the following information. This form will be separated from the application form on receipt and used for monitoring purposes only. It will NOT form part of the interview and selection process.

Post applied for:

Please tick boxes as appropriate:

Gender:

Male

☐

Female

☐

Age:

16 – 24

☐

25 – 29

☐

30 – 34

☐

35 – 39

☐

40 – 44

☐

45 – 49

☐

50 – 54

☐

55 – 59

☐

60 – 64

☐

65+

☐

Prefer not to say

☐

Would you describe yourself as having a disability?

Yes

☐

No

☐

Prefer not to say

☐

(If answered yes, please describe the nature of the disability)

.....

.....

Do you have caring responsibilities? If yes tick all that apply:

Primary carer of a disabled child/children	<input type="checkbox"/>
Primary carer of a disabled adult (18 and over)	<input type="checkbox"/>
Primary carer of an older person (65+)	<input type="checkbox"/>
Secondary carer	<input type="checkbox"/>
None	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

How would you describe your ethnicity?

White

British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Any other White background	<input type="checkbox"/>
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Mixed/multiple ethnic groups

White and Black Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>	Any other mixed background	<input type="checkbox"/>

Asian or Asian British

Indian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>

Other ethnic group

Arab	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>
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Prefer not to say	<input type="checkbox"/>
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West Cumbria Carers

Pre-Employment Medical Questionnaire



Full Name:.....

Address:

.....

.....

Tel. No.:.....

1. How many days absence have you had in the last three years?	days
2. Are you currently on medication (excluding contraceptives)? <i>If YES, please give full details.</i>	YES/NO
3. Have you spent time in hospital in the last three years? <i>If YES, please give further details.</i>	YES/NO
4. Do you suffer from any injury, illness, medical condition or allergy that might affect your ability to perform your duties? <i>If YES, please give further details.</i>	YES/NO
5. Do you consider yourself to have a disability? <i>If YES, please give further details.</i>	YES/NO

Data Protection Notice:

The Charity requires certain information prior to your commencing employment, to ensure you will be able to perform the requirements of the job and give reliable service, and to ensure compliance with relevant Health and Safety regulations. The information is also required in order to establish whether any reasonable adjustments may need to be made to assist you in performing your duties, in accordance with the Disability Discrimination Act 1995.

The information you provide will be treated in the strictest confidence, and used only for the purposes detailed above in compliance with the Data Protection Act 1998.

Signed:

Date:

West Cumbria Carers



Rehabilitation of Offenders Act 1974 (Exception) Order 1975

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 Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold any information about convictions and in the event of employment, any failure to discuss such convictions could result in dismissal or in disciplinary action by the organisation.

Have you had any criminal convictions? Yes/No If yes, please give details.

DECLARATION

I confirm that the above information is correct and fully understand that misleading statements, deliberate omissions or inclusion of incorrect details may be sufficient to cancel any employment offer or result in dismissal.

Signature of applicant: _____ Date: _____

West Cumbria Carers



Your Application and Our Recruitment Process

FAIR RECRUITMENT PROCESS

Our Equal Opportunities Policy means that we want to ensure that every applicant is treated fairly. The information you provide in the application form is the only information we will use in deciding whether or not you will be short-listed for an interview and it will be used as a basis for the interview itself.

Your application is, therefore, very important and the following advice is designed to help you complete it as effectively as possible.

PLEASE READ THE PERSON SPECIFICATION AND THE JOB DETAILS CAREFULLY, YOU SHOULD RECEIVE THE FOLLOWING:

The Person Specification

Every vacancy advertised is based on a person specification, which lists the skills, experience and qualifications we are looking for. Please look at this carefully so that you know what the job involves and the range of the expertise required. Ask yourself why you are interested in the job.

Job Description

This outlines the main duties of the post. Additional information about the organisation is usually disclosed.

Equal Opportunities

You will receive a copy of our Equal Opportunities Statement.

The information you give on your statement will not affect your application and is not made available to the interview panel. We use the equal opportunities information to monitor whether we are reaching all sections of the community to check that our recruitment process is operated fairly.

FILLING IN THE APPLICATION FORM

After reading the person specification and job description, think carefully about your application and consider to what extent you have skills and experience for the post.

Your application needs to show the relevant skills, interests and experience you have gained, give examples of the work you have been involved in.

Always remember to specify YOUR responsibilities rather than those of your section or department.

CONSIDER ALL THE RELEVANT EXPERIENCE YOU HAVE GAINED AND TELL US ABOUT IT.

Consider any relevant experience you have acquired. This may be from your current or previous jobs but may also be from community or voluntary work, experience gained in the home and through leisure.

THE MOST IMPORTANT THING IS TO TELL US. WE ARE UNABLE TO GUESS OR MAKE ASSUMPTIONS.

RETURN THIS FORM ON TIME AND KEEP A COPY FOR YOURSELF.

You should adapt your application to the specific job(s) – don't submit the same one for a series of jobs unless it is equally appropriate. **Please do not send a CV as CVs will not be accepted.**

Complete the form in **black ink or on a computer** and return before the closing date. Always keep a copy for reference.

Always remember to return any additional documentation as requested along with your application form.

SHORTLISTING AND INTERVIEWS ARE BASED ON THE SKILLS AND EXPERIENCE YOU SHOW.

After the closing date the application forms are read carefully to see how each persons' skills and experience relate to the post being applied for and applicants who most closely meet those requirements are called for an interview.

SET QUESTIONS ARE ASKED AT THE INTERVIEW AND THE PANEL TAKES NOTES.

The interview panel is normally made up of 2-3 people who will ask pre-determined questions and supplementary questions based on the information you give us. The questions are intended to allow you to expand on your application and to show the panel how well you meet the requirement of the post. You will have the opportunity to ask questions about the job, conditions of the service or anything else about the organisation. The panel has to keep a record of their assessment of each candidate so that the reasons for their decision are clear, consistent and justifiable.

When applying for a Young carers Post a second interview made up of Young carers will also take place

COMPLAINTS

IF YOU FEEL YOU HAVE BEEN TREATED UNFAIRLY, PLEASE WRITE TO US AND WE WILL INVESTIGATE.

We are trying very hard to ensure that every stage in our recruitment process is fair and properly thought out. We have a duty to ensure that everyone is treated without discrimination. We hope that you have been treated fairly and helpfully even if you are not appointed. If you wish to discuss why you have been unsuccessful, please contact the Chief Officer who will be pleased to talk to you.