

# HOLLYBANK TRUST

Hollybank Trust delivers excellence in Education, Development and life long Care for children and adults who have complex disabilities.

## SOCIAL CARE STAFF

Our residential teams play a major role in achieving the Trusts aims and goals for the adults in our care. You will be a key member of the Residential team and play a major role in providing day to day support following the eight intrinsic principles, (Privacy, Dignity, Choices, Rights, Independence, Equality, Safety and Fulfilment) to ensure high care; support and community experience to assist these people with a range of disabilities to maintain a degree of independence and improved quality of life.

### Salary

**Social Care Worker** NJC Scale Point 6 – 8 £11,907 - £12,678 (pro rata) Qualification point Scale Point 9 £13,062 (pro rata)

**Social Care Worker Nights.** There is also a Night Enhancement of £9.25 per night worked

**Social Care Officer** NJC Scale point 11 - 13 £14,197 – £14,882  
Qualification points Scale Point 14-15 £15,153 – £15,470

**Sleep ins** We pay £30.25 per sleep in

### Hours

All staff work a 7 day rota (shifts may include 7 a.m. – 2 p.m. & 2 p.m. – 10 p.m).

Nights may be approximately 9 p.m. – 8 a.m

### Enquires

Laura Stewart on 01924 490833.

Also visit our website – [www.hollybanktrust.com](http://www.hollybanktrust.com)

Hollybank Trust has a reputation as a centre of excellence for education, residential and community based services for individuals who have complex and multiple physical disabilities and learning difficulties.

### **Children's Services – Based in Mirfield, West Yorkshire**

Hollybank offers residential facilities at Holly Court and Roe Head with many shared activities. Our aim is to equip young people between the ages of 5 – 19 with the skills and knowledge they need to see them through the transition from child to adulthood as well as to create and promote a homely atmosphere. The young people who live here are resident between 38 – 52 weeks per year.

Children services work to comprehensive Individual Placement Plans that support personal growth and development and as much independence as each young person can achieve in a structured and enjoyable way. Everyone is encouraged to assist in formulating his or her own leisure programme. For the young people for whom Hollybank is their main home, our well motivated staff assist in planning and taking them on short breaks and holidays.

Hollybank has well equipped leisure facilities including a hydrotherapy pool, soft play and sensory rooms. There are several after school activities including Brownies, Scouts, Computer Club and Youth Club as well as story time, games, television and relaxation. The extensive gardens and grounds are well maintained and are equipped with wheelchair swings, wheelchair accessible paths and well laid lawns and more formal gardens.

Young people are encouraged to participate in as many of the activities as they are able. However, we do realise that sometimes the preferred option is to do nothing except relax on their beds on a Saturday morning.

#### **Holly Court**

Holly Court has 15 places in single bedroom accommodation with en suite facilities. We have well equipped kitchens that promote independence and comfortable lounges for relaxation. This is the main home for most of these young people.

#### **Roe Head**

Roe Head has 26 places and is situated on the floor below Holly Bank School. It also offers placements for children and young people for up to 52 weeks a year. For ease of access there are two lifts as well as stairs. Children and young people are resident between 1 and 7 nights a week and stay in either a single, double or triple bedroom. All bedrooms are tastefully furnished with sufficient space for personal equipment; there are comfortably furnished lounges and a dining room. There is a choice menu at all meal times and special diets are catered for.

### **Adult Services**

Adult Services (also known as Rooftops) uses a variety of services to promote the inclusion of adults with disabilities within local community based activities and services.

We have built up links with the local community to access facilities, for example, our own hydrotherapy and facilities at the local sports centre. But we don't overlook activities such as going to nightclubs, the cinema, theatre or sporting events. The only thing that restricts the number of activities the Service Users participate in is personal choice. It's up to them what they decide to do.

## **Willow Court – based in Mirfield, West Yorkshire**

Willow Court provides three residentially based bungalows within the main Hollybank Trust site that cater for 18 young adults with disabilities aged between 19 – 25. The bungalows are well resourced and highly staffed to meet the young person's individual needs.

We work with people up to the age of 25 to prepare them for a transition either into a home in their own local authority area, or into one of our community homes. This ensures that they are fully prepared to take their new path to maximise their potential independence according to their own abilities.

## **Parker Lane**

We're especially proud of Parker Lane – a flagship development comprising of two large six-bedded accommodations in the heart of Mirfield, five minutes' walk from shops and leisure facilities and a short car ride from Hollybank. They are decorated and furnished to a high standard and residents can personalise the décor in their own style. All rooms are single and shower facilities are shared.

## **Briarwood**

Briarwood is a bungalow situated on Parker Lane in Mirfield. It provides accommodation for 6 adults aged over 25 who have progress to semi – independence in community based housing with care and support as required.

## **The Beeches**

The Beeches is situated next to Briarwood and is an adapted house for 6 adults aged over 25 who again have progressed to semi - independence in community based housing with care and support as required. There is separate accommodation for one person who has progressed to independent living with minimal support.

## **Dalecroft**

Dalecroft is an adapted bungalow based in the heart of Illingworth, Halifax. Here 5 adults live who have progressed to semi - independence in community based living. Again like The Beeches there is separate accommodation for one person who has progressed to independent living with minimal support.

## **The Three Pips**

The Three Pips which opened in September 2005 is based in the Fitzwilliam area of Pontefract. The bungalow provides 6 young people with complex disabilities the opportunity to live in community based housing. The bungalow, as with the rest of Hollybank's facilities, is well resourced and highly staffed to meet the young person's individual needs.

## **Oak House**

Oak House due to open in October 2007 is based in Barnsley. The property consists of a bungalow which will provide accommodation for 4 young people and a separate block for 2 young people who have more independent living. Again this property will be well resourced and highly staffed to meet the Service Users individual needs.

The Trust has recently opened a £1.5 million multi activity centre on its main site. The centre provides hydrotherapy, rebound therapy (trampoline) and hippotherapy. This facility is available for all Hollybank's service users and the local community.

The Trust will continue to invest in residential accommodation for the young people and adults.

### **The role**

Social Care staff work in partnership with the young people to increase an individual's confidence, social skills and enhance learning opportunities. Your role as Social Care Worker will involve supporting young people with their everyday needs.

You must have a positive attitude, be able to offer high quality support, demonstrate an amount of flexibility, a sense of humour, common sense and a desire to work in this field. This is an excellent opportunity to work collaboratively and innovatively with young people and adults whilst developing skills and knowledge related to current best practice. We positively welcome applications from experienced and non experienced people.

In return we can offer you a workable rota, which could fit around other commitments including academic studies, a competitive salary, paid annual leave and bank holidays. We also offer access to internal and external training opportunities, induction and a mentoring scheme, and we pride ourselves on a commitment to training. Our 'Investors in People' status shows our positive commitment to training and development.

Please contact us for the job description for information on duties and responsibilities of the roles.

## **How to apply**

Applications should include the following:-

- A completed application form
- Equal Opportunities Monitoring form

Replies will be treated in the strictest confidence.

Completed application forms should be returned to the Human Resources Department, Hollybank Trust, Roe Head, Far Common Road, Mirfield, West Yorkshire, WF14 0DQ.

## **Disabled applicants**

Hollybank Trust is a holder of the positive about disabled people symbol. This means that we are committed to employing disabled people and will

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities
- Ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what can be done to make sure they can develop and use their abilities
- Make every effort when employees become disabled to make sure they stay in employment
- Take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work
- Each year, review the five commitments and what has been achieved, plan ways to improve on them and let employees and the Employment Service know about progress and future plans.

*Disabled applicants are not obliged to inform the employer of their disability but will still be covered by the Disability Discrimination Act once their disability becomes known.*

## **Data Protection**

The information you provide in your application will be used to consider your suitability for the post for which you have applied. If your application is not successful the information will be disposed of confidentially after 12 months. If your application is successful and you are appointed, your information and future data will be processed in accordance with the Trust's Data Protection policy.

## **Health and Safety Responsibilities**

You are required to adhere to and comply with the provisions of the Health and Safety at Work Act, related regulations and in accordance to the Trust's Policy on Health and Safety.

In addition you are also required to cooperate with regard to the implementation of Health and Safety arrangements and should not interfere with or misuse anything provided in the interest of Health, Safety and Welfare at Work.

## **Criminal Records Disclosure**

As an organisation utilising the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for employment, the Trust seeks to adhere fully to the CRB Code of Practice and aims to treat all applicants for employment fairly. The Trust will endeavour not to discriminate against any subject of a Disclosure on the basis of conviction or other information that is made known by the CRB.

The Trust is committed to the fair treatment of its employees, potential employees or users of its services, regardless of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexuality, religion, belief or age either by direct or indirect discrimination.

Criminal Records will be taken in to consideration for recruitment purposes only when the conviction is relevant to the position applied for. Having a criminal record may not necessarily mean that the applicant will be excluded from employment. This will depend on the particular circumstances and the context of the applicant's offence.

The Trust makes its selection for interview solely on the basis of applicants' qualifications, skills and experience in relation to the vacant position.

The Trust will ensure that all staff who contribute to the recruitment process are provided with appropriate guidance relating to the employment of people with a criminal record.

As Hollybank Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the CRB before appointment is confirmed.

Enhanced Disclosures are for those regularly caring for, training, supervision or being in sole charge of children or vulnerable adults. All Enhanced Disclosures involve an extra level of checking with local police records in addition to checks with the Police National Computer and the government department lists held by the Department of Education and Skills and the Department of Health, where appropriate. It is up to the Chief Constable of the relevant police force or forces to decide what, if any, information is disclosed.

### Assessment process and new employees

Posts that require one to one contact with vulnerable people or involve any direct contact with finance or items of value will require the disclosure of all criminal record information.

Details of convictions will only be requested from people invited to interview. Candidates selected for interview will be asked to give details to the Trust of their criminal record at an early stage in the application process. The Trust asks for information to be sent under separate cover, marked confidential, to the Head of Human Resources. The candidate may also wish to attach any other information that may aid the Trust's understanding of the matter. Only those who need to review this information as part of the recruitment process will be permitted to have sight of these details.

At the interview Hollybank Trust will take the opportunity to raise issues concerning offences with applicants in open discussion to assess job related risk. The Trust will ensure measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. It should be noted that failure to disclose details

that are directly relevant to the position applied for could lead to the withdrawal of an employment offer. All job applicants will be assessed on merit.

Applicants will be given the opportunity to discuss Disclosure information before a final recruitment decision is made as part of the post interview process.

A job offer will be made subject to checks such as references, (this may be from a Probation officer or specialist employment organisations), medical information and Disclosure details. It is at this stage the Trust with the CRB will seek Disclosure information.

The Trust will commit to a discussion of matters revealed in a Disclosure with the applicant before withdrawing a conditional offer of employment.

The fact that you have a criminal record will not necessarily mean that the Trust will not offer you employment. This will depend on the specific nature of the role and the circumstances and context to your criminal record.

If it is the case that information provided in the Disclosure contradicts that provided by the applicant, this will be discussed with the applicant as part of the Trust post – interview process.

### **Asylum and Immigration**

Section 8 of the Asylum and Immigration Act 1996 sets out the law on the prevention of illegal working.

- It makes it a criminal offence for the Trust to employ someone, aged 16 or over, who has no right to work in the United Kingdom, or no right to do the work you are offering.
- It gives employers a statutory defence against conviction for employing an illegal worker. This can be done by checking and copying certain original documents belonging to the employee.
- It obliges the Trust to ensure its recruitment practices do not discriminate against individuals on racial grounds.

The Trust must follow these checks **for every new potential employee** who it may be considering employing. By doing this the Trust will be sure that its recruitment processes and practices comply with the requirements. Accordingly before the commencement of employment you will be asked to provide the Trust with proof of your eligibility to work in the UK by producing original documents from an approved list issued by the Trust. A photocopy of the original will then be made by the Trust and the original will then be returned to you.

### **Equality and Diversity**

The success of the Trust depends on people. Capitalising on what is unique about individuals and drawing on their different perspectives and experiences will add value to the way we do business.

By assessing, recruiting and developing talent from the widest possible talent pool we can gain an insight into different markets and generate greater creativity in anticipating service user needs. We will constantly strive to create a productive environment, representative of and responsive to different cultures and groups where everyone has an equal chance to succeed. The Trust is committed to eliminating discrimination and encouraging diversity within the organisation. Our aim is that our staff will be truly

representative of all sections of society and each employee feels respected and able to give of their best.

We all have a responsibility to embrace and support this vision and must continue to challenge behaviour and attitudes that prevent us from achieving this. Using fair, objective and innovative employment practices, our aim is to ensure that:

- Equality and fairness are provided in employment
- Selection for employment, promotion, training or any other benefit will be based of aptitude and ability
- All employees and potential employees, whether part time, full time or temporary are treated fairly and with respect at all stages of their employment.
- All employees have the right to be free from harassment and bullying or unlawful discrimination of any description, or any other form of unwanted behaviour, whether based on gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexuality, religion or age.
- All employees have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.

The Trust is against the following:-

- Direct discrimination – where a person is treated less favourably on account of the grounds of discrimination highlighted above.
- Indirect discrimination – where a requirement applied equally to all has a disproportionate adverse effect on one particular group of people
- Victimization – where an individual is treated less favourably because he or she has taken action against the Trust under a statutory provision

**GOOD LUCK WITH YOUR APPLICATION!!**