PRIVATE AND CONFIDENTIAL

Dear Candidate,

POST : Part-time Development Worker – Tayview House

Thank you for applying for the post of P/T Dev Worker with CATH. Please find enclosed an Application Pack which contains

* Job Description
* Person Specification
* Application Form
* Equal Opportunities Monitoring Form
* A Criminal Convictions Declaration Form

Please ensure you complete the application form fully and provide us with sufficient information to contact you, including a day time phone number, in case we need to get in touch with you at short notice.

In the “Personal Statement” section of the form, please detail your experiences, skills, knowledge and achievements gained in present and past employment or other activities which may be relevant to the job. Please provide examples of how you meet the Person Specification. We shortlist on the basis of the information you give us, so please make sure you are including all the relevant information.

You may support your application with additional numbered sheets if required.

A Curriculum Vitae (CV) will not be accepted.

Due to the number of applications we receive, it is not possible to acknowledge receipt of an application on an individual basis. Invitations for interview will normally be issued within 1-3 weeks of the closing date. If you have not been invited for interview by this date, you can assume you have been unsuccessful on this occasion.

In accordance with the Data Protection Act 2018 (DPA 2018) , the information that you provide for us for the purpose of recruitment and selection shall be kept confidentially and if you are not selected, will be disposed of confidentially after 6 months.

Please return your completed application either by email to: [e.lamb@cath-org.co.uk](mailto:e.lamb@cath-org.co.uk) or by post to the address above marked Private and Confidential for my attention.

Thank you for your interest in working for CATH.

Yours sincerely

Elaine Lamb

Elaine Lamb

HR Co-ordinator

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| CHURCHES ACTION FOR THE HOMELESS  Employment Application Form – Private & Confidential  Scottish Charity No. SC021740 | | C:\Users\Elaine Lamb\Desktop\Logo-on-white.png |
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| Post Applied For: | Location: | |
| Job Reference: | Closing Date: | |
|  | | |
| Personal Details | | |
| First Name: | Surname: | |
| Address: | | |
| Postcode: | Email: | |
| Home Phone Number: | Mobile Number: | |
| NI Number: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ | Full Driving Licence: Yes 🞎 No 🞎 | |
| Are you a member of the PVG Scheme (Protection of Vulnerable Groups)? Yes 🞎 No 🞎  PVG Scheme Membership ID Number (16 digit number): \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ | | |
| Are you a member of the Scottish Social Services Council (SSSC)? Yes 🞎 No 🞎  SSSC Membership Number: SCR \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ | | |
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| Other Information | | |
| Are you related to anyone who works/has worked for CATH, or who serves/has served on any of its Committees? Yes 🞎 No 🞎 Name: Relationship: | | |
| Are you a member of other organisations, involved in other employment or business interests which could be deemed a conflict of interest should you be appointed to CATH?  Yes 🞎 No 🞎 If Yes, please give details: | | |
| Do you have any restrictions to working in the UK? Yes 🞎 No 🞎 If Yes, please give details: | | |
| Please tell us if there are any dates when you will not be available for interview: | | |
|  | | |
| Declaration | | |
| I authorise CATH to obtain references to support this application. I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection, or if employed, dismissal.  Signed: Date: | | |

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| Qualifications (Academic and Professional) | | | | |
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| Education  *Please list below all qualifications gained at school/ college/ university, including those overseas, in chronological order, with the most recent first.* | | | | |
| Date Awarded | Qualification | Subject | | Grade/ Level |
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| Membership of Professional Bodies or Organisations | | | | |
| Date From/ To | Body/ Organisation | | Level of Membership | |
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| Training  *Please list any relevant training/ apprenticeships provided by an employer or external organisation.* | | | | |
| Date From/ To | Course Title | Course Content | | Outcome *e.g. pass* |
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| Employment History | | | | | | |
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| Present Employer/ most recent employer  *Please note: this should also be the name of your first Reference.* | | | | | | |
| Employer Name:  Address:  Postcode: | Job Title: |  | | | | |
| Start Date: | |  | | End Date: |  |
| Salary/ Wage: | |  | | Notice Required: |  |
| Reason(s) for leaving: | | |  | | |
| Summary of main duties, responsibilities and achievements: | | | | | | |
|  | | | | | | |
| Previous Employment/ Voluntary Work  *Most recent first – this should also be the name of your second reference.* | | | | | | |
| Employer Name:  Address:  Postcode: | Job Title: |  | | | | |
| Start Date: | |  | | End Date: |  |
| Salary/ Wage: | |  | | Notice Required: |  |
| Reason(s) for leaving: | | |  | | |
| Summary of main duties, responsibilities and achievements: | | | | | | |
|  | | | | | | |
| Employer Name:  Address:  Postcode: | Job Title: |  | | | | |
| Start Date: | |  | | End Date: |  |
| Salary/ Wage: | |  | | Notice Required: |  |
| Reason(s) for leaving: | | |  | | |
| Summary of main duties, responsibilities and achievements: | | | | | | |

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| Employment History - *Continued* | | | | | | | | | |
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| Employer Name:  Address:  Postcode: | | Job Title: |  | | | | | | |
| Start Date: | | |  | | | End Date: |  |
| Salary/ Wage: | | |  | | | Notice Required: |  |
| Reason(s) for leaving: | | | |  | | | |
| Summary of main duties, responsibilities and achievements: | | | | | | | | | |
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| Employer Name:  Address:  Postcode: | | Job Title: |  | | | | | | |
| Start Date: | | |  | | | End Date: |  |
| Salary/ Wage: | | |  | | | Notice Required: |  |
| Reason(s) for leaving: | | | |  | | | |
| Summary of main duties, responsibilities and achievements: | | | | | | | | | |
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| References | | | | | | | | | |
| Please fully complete all details below and ensure you specify their relationship to you (e.g. line manager, tutor).  *Please note: Your first referee must be you current or most recent employer, your second reference must be from your employment before that. Referee’s 1 and 2 cannot be from the same organisation. Email addresses must be organisational, not personal. Character references will only be accepted when it is not reasonable to obtain another employment reference. CATH will not accept references from family members or friends.* | | | | | | | | | |
| Referee 1 | | | | Referee 2 | | | | | |
| If you are successful for interview, do we have permission to contact this referee before your interview date?  Yes 🞎 No 🞎 | | | | If you are successful for interview, do we have permission to contact this referee before your interview date?  Yes 🞎 No 🞎 | | | | | |
| Name: |  | | | Name: | | |  | | |
| Job Title: |  | | | Job Title: | | |  | | |
| Organisation: |  | | | Organisation: | | |  | | |
| Address:  Postcode: |  | | | Address:  Postcode: | | |  | | |
| Telephone No: |  | | | Telephone No: | | |  | | |
| Email Address: |  | | | Email Address: | | |  | | |
| Relationship: |  | | | Relationship: | | |  | | |

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| Personal Statement in Support of your Application |
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| Please give relevant information on the following:   * How you feel that you meet the Person Specification for this post. * Please give details on your experience, knowledge and skills. * Why you have applied for this post.   *Continue on a further A4 sheet if required.* |
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| SELF DECLARATION FORM PRIVATE AND CONFIDENTIAL HAVE YOU READ THE GUIDANCE NOTES AT THE BACK OF THIS FORM? | |
| Name: | Post applied for: |
| It is the policy of CATH that all applicants to posts which involve contact with or access to sensitive information regarding vulnerable adults are required to complete a self-declaration form. | |
| Part A: previous convictions.  To be completed for a post that requires a Standard Disclosure Check or PVG Membership  See notes on back page for details of which convictions MUST be declared | |
| Date(s) of conviction(s): | |
| Court(s) where your conviction(s) were heard: | |
| Type of offence(s): | |
| Sentence(s) received: | |
| Please give details of the reason and circumstances that led to your offence(s): | |
| Please give details of how you completed the sentence(s) imposed, (for example did you pay your fine (s) as required; what conditions were attached to your probation/community service/supervised attendance order(s), did you comply with the requirements of your custodial sentence(s). | |
| Have any other organisations supported you to work through any of the above issues/difficulties? | |
| What have you learned from your experience? | |
| Part B : Details of any disciplinary action relating to behaviour to children and young people, and vulnerable adults.  To be completed for any post which requires a Standard Disclosure check or PVG membership. | |
| Have you been disciplined because of inappropriate behaviour towards a child, young person or vulnerable adult, which may have harmed them or put them at risk of harm? YES/NO If YES, please give details. | |
| Part E: Declaration  To be completed by all applicants. It will then be separated from the main form and kept on file. | |
| I declare that I have disclosed all unspent or (where necessary) spent criminal convictions within the United Kingdom or abroad as I am obliged to do if applying for a standard disclosure or PVG membership.  I give my consent to CATH carrying out a PVG or Standard Disclosure check (if appropriate) and to requesting references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority. I understand that PVG or Disclosure checks may be repeated at the organisation’s discretion at a later stage of my employment.  I agree to inform CATH if I am convicted of an offence after I take up any post within the organisation. I understand that failure to do so may lead to immediate suspension of my work with the organisation and/or the termination of my service.  I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to immediate suspension of my work with vulnerable adults or the termination of my employment. (Submission of this form via email implies agreement of this declaration unless an explicit statement is made to the contrary.)  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please note that any information you give in this form will be managed according to CATH’S Data Protection policy.  If sending in this self-declaration form via paper copy, we recommend you put it in a separate sealed envelope marked ‘For HR attention only’. Your completed form will only be seen by those individuals in the organisation, who have a responsibility for recruiting staff and volunteers. | |
| Guidance notes to be included with a Self-Declaration Form | |
| *The information you give in this Self-Declaration Form will support the information we obtain from your application form, references and, where we decide to make an appointment, a Disclosure or PVG certificate. All of these sources of information will help us to make an informed decision about your application.*   1. Who must complete the Self-Declaration Form?   All job applicants to CATH for posts requiring a Standard Disclosure or PVG (Protecting Vulnerable Groups) Scheme membership must complete a self-declaration form.  If a post requires a Standard Disclosure or PVG scheme membership, this means that it is exempt from usual protections of the *Rehabilitation of Offenders Act 1974* (*Exclusions and Exceptions) (Scotland) Order 2003* and so certain types of spent conviction must be disclosed, as well as all unspent ones.   1. What types of conviction must I disclose?   You must disclose all unspent convictions from the UK or abroad, as well as any spent conviction which appears on Disclosure Scotland’s official list of *Offences which must always be disclosed*.  When you’re Disclosure or PVG certificate is returned it may also contain details of spent convictions on Disclosure Scotland’s list of *Offences which are to be disclosed subject to rules.* However, it is not necessary for you to include these on this form prior to your official certificate being issued.  This can be a confusing subject and so we recommend that you look at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) for further advice. Alternatively, the HR department can provide copies of both lists mentioned above on request.   1. Who gets to read the Self-Declaration Form?   If submitting the self-declaration form via paper copy, it should be sealed in the white envelope provided to ensure its confidentiality. If submitting via email, it should be sent direct to [e.lamb@cath-org.co.uk](mailto:e.lamb@cath-org.co.uk) This will ensure that only authorised members of staff involved in the recruitment process are able to see it.  Should you be successful at interview the form will be reviewed. If it contains records of previous convictions or other relevant information you will be given the opportunity to discuss these with a senior member of staff prior to a final decision being made about your application.   1. What happens to the Self Declaration Form after a decision has been made on my application?   If you are unsuccessful the Self-Declaration form will remain with your application for a period of six months and then disposed of securely.  If you are successful, Disclosure/PVG checks will then be requested. The Self-Declaration Form and Disclosure/PVG certificate will then be retained by us until a decision has been made on your application. Usually these forms and certificates will be destroyed after 90 days. However, part E of the declaration form will remain in your file | |

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| Private & Confidential  Equality Monitoring Form | | | | | | | | | | | C:\Users\Elaine Lamb\Desktop\Logo-on-white.png |
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| CATH is committed to practicing equality of opportunity in the way we treat job applications, our employees and our customers. We aim to ensure that no direct or indirect discrimination occurs on the grounds of gender, colour, race, nationality, marital status, religion/belief, sexual orientation, disability or age.  This questionnaire is intended to assist us monitor the effectiveness of our Equal Opportunities Policy and to enable us to comply with the terms of the relevant discrimination legislation.  You are requested, but not obliged, to complete this questionnaire and return it with your application form.  The information provided by you on this form will not be made available to the Selection Panel short-listing candidates for interview and will be used for monitoring purposes only. | | | | | | | | | | | |
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| General Information | | | | | | | | | | | |
| Post applied for: |  | | | | | | Job reference: | |  | | |
| Where did you see the post advertised? Indeed 🞎 CATH website 🞎 Other 🞎 *please detail:* | | | | | | | | | | | |
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| Age & Gender | | | | | | | | | | | |
| Date of Birth: |  | | Gender: | | Male 🞎 Female 🞎 Prefer not to say 🞎 | | | | | | |
| Which age group do you fall into? | | | 16-20 🞎 21-25 🞎 26-30 🞎 31-35 🞎 41-45 🞎 46-50 🞎  51-55 🞎 56-60 🞎 61-64 🞎 65+ 🞎 Prefer not to say 🞎 | | | | | | | | |
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| Ethnic Origin | | | | | | | | | | | |
| Please choose one section from A to E, then tick one box which best describes your ethnic group or background. | | | | | | | | | | | |
| A – White | | B – Asian, Asian British | | C – Black, Black British | | | | E – Mixed Ethnic Group | | F - Other | |
| 🞎 Scottish  🞎 English  🞎 Welsh  🞎 Irish  🞎 Other *please specify* | | 🞎 Pakistani  🞎 Indian  🞎 Bangladeshi  🞎 Chinese  🞎 Other *please specify* | | 🞎 African  🞎 Caribbean  🞎 Other *please specify* | | | | 🞎 Please specify | | 🞎 Please specify | |
| 🞎 Prefer not to say | |
|  | | | | | | | | | | | |
| Sexual Orientation | | | | | | | | | | | |
| How would you describe your sexual orientation? | | | | | | Heterosexual 🞎 Gay Man 🞎 Gay Woman 🞎  Bisexual 🞎 Prefer not to say 🞎 | | | | | |
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| Religion | | | | | | | | | | | |
| Do you have religious beliefs? | | | Yes 🞎 No 🞎 Prefer not to say 🞎 | | | | | | | | |
| If yes, how would you describe them? | | |  | | | | | | | | |
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| Disability | | | | | | | | | | | |
| Do you consider yourself to have a disability? | | | | | | Yes 🞎 No 🞎 Prefer not to say 🞎 | | | | | |

**JOB DESCRIPTION**

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| **Job Title:** | **Development Worker (part-time)** |
| **Responsible to:** | Service Co-ordinator (Accommodations) |
| **Main purpose of job:** | To provide direct high quality support services to vulnerable homeless people. To understand and apply the principles of a person centred practice, ensuring that support services are delivered professionally and proactively, responding to the differing needs of individuals to ensure positive move-on outcomes, |
| **Location:** | Tayview House Perth |
| **Salary:** | £13,242 |
| **Hours:** | Part-time 24.66 hrs (2x Day shifts) Mon - Sun |
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**Key Responsibilities:**

* Interview and assess service users’ needs and support and/or development requirements when referred to Tayview House
* Work with service users to provide a responsive and effective support service in areas such as accessing treatment services, work and learning.
* Respond appropriately to service users’ challenging behaviour and ensure their well being
* Respond appropriately to and address reported incidents involving assigned service users
* Work with service users to keep their accommodation in a good order
* Administer and input the case files of individual residents, recording support offered, ensuring that delivered services meet Care Inspectorate standards, Service Level Agreements and Supporting People requirements
* To effectively deal with and resolve any incidents or emergencies that may arise out of hours
* To ensure that service charges are collected and recorded efficiently
* To seek approval of the Service Co-ordinator or non-routine individual purchases and for regular stores orders
* Liaise with key specialise agencies
* Take a lead in terms of key working, organising activities, check health and safety and promote service user involvement necessary to comply with Supporting People criteria.

**Supported Housing & Accommodation**

* Interview and assess all service users, accurately completing and filing all necessary forms
* Develop and maintain a key work and support planning service with service users to assist them to achieve their individual support plan goals and to prepare them for more independent living or accessing treatment services
* Work with service users to develop and implement their support plan with outcome-focussed goals appropriate to the individual needs of the service user concerned, such as life skills, budgeting, cooking, cleaning, wellbeing, harm reduction etc.
* Support a service user involvement strategy; encouraging participation and providing feedback to service users on service delivery issues
* Contribute to the creation of a culture in which the housing & behavioural support needs of the resident is paramount and the support provided assists the successful move on from the hostel or service
* Where necessary, provide support for residents in discussions with internal or external agencies, where this does not interfere with the resident’s independence and/or wishes, whilst making every effort to ensure that the resident engages with the support and other services offered

**Administration**

* + To collect and record information for monitoring purposes and actively participate in data collection or research for evaluation purposes within the project
  + To contribute, as required, to reports on the work of the project
  + To maintain administration systems effectively

**General Responsibilities**

1. To work in an anti-discriminatory and empowering way at all times and contribute to the development of CATH’s Equal Opportunities policy and procedure.
2. At all times to work within the remits and codes of practice of the Scottish Social Services Commission, the Care Inspectorate and the organisation’s own policies and procedures
3. To receive and participate in support and supervision on a regular basis from the Tayview House Senior.
4. To promote good communication within CATH.
5. To represent the project at meetings or forums within CATH and with other agencies.
6. To work in a way that promotes personal safety and to be aware of and follow fire procedures and any other health and safety procedures.
7. To ensure good personal time management.
8. To contribute to providing cover for absent colleagues.
9. To make viable recommendations to improve the performance of the post.
10. To be prepared to be part of an on-call provision
11. To carry out, within reason, any other duties necessary to the smooth running of the project or organisation.

This job description reflects the current position and, following discussion with the post holder, may be subject to change in details or emphasis in the light of service and/or organisational development.

Person Specification

This describes the ideal person to fill the job and is a profile of the qualifications, knowledge, skills, abilities and personal qualities that will be looked for in the recruitment and selection process.

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|  | | **Essential** | **Desirable** |
| **QUALIFICATIONS AND KNOWLEDGE** | | | |
| **E1** | Relevant qualification in housing support, social care or appropriate allied discipline (if not obtained at time of application a firm commitment will be required to undertake a course of study to meet the timeline for SSSC registration requirements) | **✓** |  |
| **E2** | A knowledge of the issues affecting vulnerable homeless people | **✓** |  |
| **EXPERIENCE** | | | |
| **E3** | Experience of care and support systems for homeless people, including key working, care planning and joint working | **✓** |  |
| **E4** | Experience of conducting service user assessments and interviews | **✓** |  |
| **E5** | Relevant recent experience, either paid or voluntary, working with homeless people or rough sleepers | **✓** |  |
| **SKILLS & BEHAVIOURS** | | | |
| **E6** | The ability to work with service users who may display challenging behaviour | **✓** |  |
| **E7** | An understanding of and commitment to confidentiality and professional boundaries | **✓** |  |
| **E8** | The ability to work within a team and on your own initiative | **✓** |  |
| **E9** | Solid IT skills, including competence with word processing, spreadsheets, database and email and ability to learn how to use new IT applications | **✓** |  |
| **E10** | Demonstrate a range of verbal and written communication skills at various levels, including experience of report writing and working with people | **✓** |  |
| **E11** | An understanding of the causes of, and pathways out of, homelessness | **✓** |  |
| **E12** | Full driving licence and access to own transport | **✓** |  |