

Job Title	CARE ASSISTANT - UNQUALIFIED	Enquiry Ref. 1236436
No of positions		Duration Permanent
Wage: £7.50 - £7.60		Hours 42 3 days on 3 days off (12 hour shifts)
<p>Job purpose To work as an integral part of the caring team, delivering the highest standards of personalised care to residents, ensuring that everyone is treated with respect and dignity, and that individual's rights to privacy, dignity, independence and choice are met in a safe environment.</p> <p>Main Responsibilities To provide the highest level of personal care (toileting, bathing etc) and attention to residents, following individual care plans carefully and ensuring that all contact is polite, friendly, warm and supportive. To act as a key worker for a named group of residents, ensuring that these responsibilities are carried out in full</p> <p>Comments Our professional, highly trained staff are dedicated carers who take the time to listen and get to know the people who live with us, enabling them to provide individualised care in an environment that promotes personal choice and independence. A fully enhanced DBS will be required as you will be working within a setting that supports the elderly and people with dementia. This is a forward looking business, offering training and opportunities for promotion. Job will start IN November</p> <p>Minimum Qualifications You will be working towards a Level 2 Qualification</p> <p>Experience and skills Good numeracy and literacy skills. A warm and friendly disposition. Good communication skills, able to put others at ease. A strong team worker. Reliable and punctual Willingness to develop new skills. Commitment to infection prevention and control</p>		
How to Apply	Please complete an Application form and return to Sefton@Work, 286 -288 Stanley Road, Bootle L20 3ER or on-line and return by email to elt@sefton.gov.uk	
Closing date	04-Oct-2017	

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Job Title	DOMESTIC ASSISTANT	Enquiry Ref. 1236429
No of positions 3	Duration Permanent	
Wage: £7.50	Hours 2 x 28 3 days on 3 days off 8.30 – 4.30 1 x 30 Mon- Friday 10 -4	
<p>Job purpose Working as part of the housekeeping team to ensure that the Home is cleaned and maintained to a high standard in accordance to Homes guidelines and cleaning schedule, in addition to the individual needs and requirements of the residents.</p> <p>Main Responsibilities To ensure that all areas of the Care Home are cleaned to a high standard in compliance with the specific cleaning guidelines and schedules and that they effectively meet the residents’ and homes needs</p> <p>Comments Our professional, highly trained staff are dedicated carers who take the time to listen and get to know the people who live with us, enabling them to provide individualised care in an environment that promotes personal choice and independence. A fully enhanced DBS will be required as you will be working within a setting that supports the elderly and people with dementia. This is a forward looking business, offering training and opportunities for promotion. Job will start November xxxx</p> <p>Minimum Qualifications</p> <p>Experience and skills Basic numeric and literacy skills Good communication skills Friendly and helpful Able to manage time and tasks effectively Reliable and punctual Previous work experience Understanding of COSHH Basic sewing skills Able to use and maintain essential cleaning equipment.</p> <p>Commitment to infection prevention and control</p>		
How to Apply	Please complete an Application form and return to Sefton@Work, 286 -288 Stanley Road, Bootle L20 3ER or on-line and return by email to elt@sefton.gov.uk	
Closing date	04-Oct-2017	

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Job Title	DEPUTY MANAGER	Enquiry Ref. 1236411
No of positions 2		Duration Permanent
Wage: £9.60		Hours 42 3 on 3 off (12 hour shift) Predominately days but will be expected to cover nights on occasions
<p>Job purpose To provide the highest level of personal care and attention to residents, following individual care plans carefully and ensuring that all contact is polite, friendly, warm and supportive To act as the person in charge of the home in the absence of the Manager ensuring that legislation is adhered to and standards are maintained.</p> <p>Main Responsibilities To plan, monitor and deliver the highest standards of personalised care to residents, ensuring that everyone is treated with respect and dignity, and that individual's rights to privacy, dignity, independence and choice are met. To supervise and evaluate the care delivered to residents always ensuring that legal and Care Home standards are met. To supervise and support the care team, ensuring that the Care Home values of trust, respect and care are always maintained and that each team member treats residents in the way that they would expect to be treated themselves. To supervise and support staff to fulfil their job role.</p> <p>Comments Our professional, highly trained staff are dedicated carers who take the time to listen and get to know the people who live with us, enabling them to provide individualised care in an environment that promotes personal choice and independence. A fully enhanced DBS will be required as you will be working within a setting that supports the elderly and people with dementia. This is a forward looking business, offering training and opportunities for promotion. Post will start in November.</p> <p>Minimum Qualifications NVQ3 in Direct Care</p> <p>Experience and skills Minimum of 3 years working in a caring environment Good numeric and literacy skills Basic budgeting and accountancy skills A warm and friendly disposition Strong team player Good communication skills, able to put others at ease Supervisory/leadership skills Willing to develop management skills Reliable and punctual</p>		
How to Apply	Please complete an Application form and return to Sefton@Work, 286 -288 Stanley Road, Bootle L20 3ER or on-line and return by email to elt@sefton.gov.uk	
Closing date	04-Oct-2017	

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Job Title	REGISTERED CARE HOME MANAGER	Enquiry Ref. 1236413
No of positions 1	Duration Permanent	
Salary:	Hours	
<p>Job purpose You will understand the importance of establishing strong connections with other relevant organisations, GP's, CQC, Social Services, Council and all health care professionals, extending this out into your local community.</p> <p>Main Responsibilities We expect the perfect candidate to have in-depth understanding of the needs of our residents and ensure that their health and welfare is our highest priority whilst maintaining excellent quality care standards. You will engage with the team, creating a culture of caring and compassion within; building strong working relationships at all levels, based on an open and honest approach through regular supervisions and group communication meetings.</p> <p>Comments This is an excellent opportunity for a Care Home Manager to become part of a successful team within an organisation that encourages staff development and invests in training towards professional development. A fully enhanced DBS will be required as you will be working within a setting that supports the elderly and people with dementia. This is a forward looking business, offering training opportunities and CPD Post will start OCTOBER</p> <p>Minimum Qualifications Level 5 Diploma in Leadership for Health and Social Care</p> <p>Experience and skills Must have strong previous managerial experience in a large home Leadership qualities, effective communication and interpersonal skills are essential Practice knowledge of auditing and care planning for residents with complex needs Ability to carry out budgeting responsibilities for the home Influencing and motivations skills, being able to work as part of a team is vital Excellent understanding of the all regulations in relation to care homes including CQC standards and have the skills to ensure that these are met and maintained Results focused recognising the commercial aspects of a Manager's role RMA in Management/equivalent or be working towards</p>		
How to Apply	Please complete an Application form and return to Sefton@Work, 286 -288 Stanley Road, Bootle L20 3ER or on-line and return by email to elt@sefton.gov.uk	
Closing date	22-Sep-2017	

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Job Title	NIGHT CARE MANAGER	Enquiry Ref. 1236414
No of positions 2	Duration Permanent	
Wage: £9.60	Hours 42 3 on 3 off (12 hour shifts) Predominately nights but will be expected to cover days on occasions	
<p>Job purpose To plan, monitor and deliver the highest standards of personalised care to residents, ensuring that everyone is treated with respect and dignity, and that individual's rights to privacy, dignity, independence and choice are met. To supervise and evaluate the care delivered to residents always ensuring that legal and Care Home standards are met.</p> <p>Main Responsibilities To act as the person in charge of the home in the absence of the Manager ensuring that legislation is adhered to and standards are maintained. To supervise and support the care team, ensuring that the Care Home values of trust, respect and care are always maintained and that each team member treats residents in the way that they would expect to be treated themselves.</p> <p>Comments Our professional, highly trained staff are dedicated carers who take the time to listen and get to know the people who live with us, enabling them to provide individualised care in an environment that promotes personal choice and independence.</p> <p>Minimum Qualifications NVQ3 in Direct Care</p> <p>Experience and skills Minimum of 3 years working in a caring environment Good numeric and literacy skills Basic budgeting and accountancy skills A warm and friendly disposition Strong team player Good communication skills, able to put others at ease Supervisory/leadership skills Willing to develop management skills Reliable and punctual</p>		
How to Apply	Please complete an Application form and return to Sefton@Work, 286 -288 Stanley Road, Bootle L20 3ER or on-line and return by email to elt@sefton.gov.uk	
Closing date	04-Oct-2017	

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Job Title	ADMINISTRATOR	Enquiry Ref. 1236417
No of positions 1	Duration Permanent	
Wage:	Hours 37.5 Mon - Friday	
<p>Job purpose As well as providing great administrative support to the home manager you'll be part of the leadership team working together to ensure the home runs smoothly.</p> <p>Main Responsibilities You will be dealing with all aspects of financial and other administration for the home, including payroll, resident admission/discharge processes, recruitment and some HR. You'll need to enjoy working with people, you will most likely be the first point of contact for staff, visitors and internal support colleagues; we'll expect you to be friendly, professional and efficient.</p> <p>Comments Our professional, highly trained staff are dedicated carers who take the time to listen and get to know the people who live with us, enabling them to provide individualised care in an environment that promotes personal choice and independence.</p> <p>Minimum Qualifications You've got a good basic education with GCSEs (or the equivalent) including English and Maths and a Level 3 and/ or equivalent qualification in Business Administration.</p> <p>Experience and skills Your work experience will have included financial administration, you will enjoy being a multi-tasker who can work well under pressure and uses initiative.</p>		
How to Apply	Please complete an Application form and return to Sefton@Work, 286 -288 Stanley Road, Bootle L20 3ER or on-line and return by email to elt@sefton.gov.uk	
Closing date	04-Oct-2017	

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Job Title	SENIOR CARER	Enquiry Ref. 1236419
No of positions		Duration Permanent
Wage: £8.32 (Days) £8.50 (Nights)		Hours 42 3 days on 3 days off (12 hour shifts)
<p>Job purpose To assist with the resident's care plan, supervising the caring team whilst working as an integral part of the caring team, delivering the highest standards of personalised care to residents. Ensure that at all times residents are treated with respect and dignity, and that individual's rights to privacy, dignity, independence and choice are met.</p> <p>Main Responsibilities To provide the highest level of personal care and attention to residents, following individual care plans carefully and ensuring that all contact is polite, friendly, warm and supportive. To act as a care plan co-ordinator for a named group of residents, ensuring that these responsibilities are carried out in full.</p> <p>Comments Our professional, highly trained staff are dedicated carers who take the time to listen and get to know the people who live with us, enabling them to provide individualised care in an environment that promotes personal choice and independence. A fully enhanced DBS will be required as you will be working within a setting that supports the elderly and people with dementia. This is a forward looking business, offering training and opportunities for promotion. Job will start in November</p> <p>Minimum Qualifications NVQ2 in Direct Care -NVQ 3 desirable</p> <p>Experience and skills Previous experience essential Experience of working in a caring environment NVQ2 in Direct Care Good numeric and literacy skills A warm and friendly disposition Good communication skills, able to put others at ease A strong team worker Supervisory/leadership skills Supportive and patient Reliable and punctual Willingness to develop new skills (to NVQ 3)</p>		
How to Apply	Please complete an Application form and return to Sefton@Work, 286 -288 Stanley Road, Bootle L20 3ER or on-line and return by email to elt@sefton.gov.uk	
Closing date	04-Oct-2017	

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Job Title	KITCHEN MANAGER	Enquiry Ref. 1236420
No of positions 1	Duration Permanent	
Wage: £9.60	Hours 37.5 4 days on 2 days off (1 shorter day for paper work & supervisions)	
<p>Job purpose Effectively manage the Kitchen and Kitchen Staff.</p> <p>Supporting The Care Homes' aim of delivering high standards to residents by providing nutritious, varied and well-balanced meals that are safely and hygienically prepared and served. Responsible for supervising the catering team along with managing and controlling the catering budget, submit food orders as required in a timely manner.</p> <p>Main Responsibilities You will be responsible for supervising the catering team, all of whom will report to you therefore leadership and communication skills are essential.</p> <p>You will also be in regular contact with outside suppliers when organising and ordering food produce for the home, again good communication and a courteous manner are needed.</p> <p>Comments Our professional, highly trained staff are dedicated carers who take the time to listen and get to know the people who live with us, enabling them to provide individualised care in an environment that promotes personal choice and independence. A fully enhanced DBS will be required as you will be working within a setting that supports the elderly and people with dementia. This is a forward looking business, offering training and opportunities for promotion. Jobs will start in November.</p> <p>Minimum Qualifications Basic food hygiene certificate COSHH Training and understanding of HACCP</p> <p>Experience and skills Previous experience of catering for a minimum of 25 covers (dependent on size of home) Good numeric and literacy skills and budgeting/accountancy skills</p>		
How to Apply	Please complete an Application form and return to Sefton@Work, 286 -288 Stanley Road, Bootle L20 3ER or on-line and return by email to elt@sefton.gov.uk	
Closing date	04-Oct-2017	

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Job Title	COOK	Enquiry Ref. 1236421
No of positions	1	Duration Permanent
Wage: £8.50		Hours 31.5 hours 3 days on 3 days off
<p>Job purpose Supporting The Care Homes' aim of delivering high standards to residents by providing nutritious, varied and well-balanced meals that are safely and hygienically prepared and served. Responsible for supervising the catering team along with managing and controlling the catering budget, submit food orders in a timely manner</p> <p>Main Responsibilities</p> <p>Comments Our professional, highly trained staff are dedicated carers who take the time to listen and get to know the people who live with us, enabling them to provide individualised care in an environment that promotes personal choice and independence. A fully enhanced DBS will be required as you will be working within a setting that supports the elderly and people with dementia. This is a forward looking business, offering training and opportunities for promotion. Job will start in November.</p> <p>Minimum Qualifications Basic food hygiene certificate COSHH Training and understanding of HACCP Completion of Intermediate Food Hygiene Qualification within 2 years of taking up position Previous experience of catering/cooking for large groups of people.</p> <p>Experience and skills Previous experience of catering for a minimum of 25 covers Good numeric and literacy skills and budgeting/accountancy skills</p>		
How to Apply	Please complete an Application form and return to Sefton@Work, 286 -288 Stanley Road, Bootle L20 3ER or on-line and return by email to elt@sefton.gov.uk	
Closing date	04-Oct-2017	

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Job Title	RECEPTIONIST - Apprenticeship	Enquiry Ref. 1236422
No of positions 1	Duration Permanent	
Wage: £3.50	Hours 37.5 Mon - Fri	
<p>Job purpose To support the Administrator in running the Reception and office function of a new Care Home facility in Maghull.</p> <p>Main Responsibilities You will be based in the main reception area, where you will carry out the following tasks; Welcoming and greeting residents and visitors to the home. Answering all incoming calls and directing them appropriately. Carry out general administration tasks when directed Distribute incoming and process all outgoing post, alongside intercepting packages and parcels on a daily basis Take responsibility for maintaining stationary and ordering when required.</p> <p>Comments Our professional, highly trained staff are dedicated carers who take the time to listen and get to know the people who live with us, enabling them to provide individualised care in an environment that promotes personal choice and independence. A fully enhanced DBS will be required as you will be working within a setting that supports the elderly and people with dementia. This is a forward looking business, offering training and opportunities for promotion. Job will start in November.</p> <p>Minimum Qualifications Grade a - C Maths and English GCSE</p> <p>Experience and skills You may have completed Work Experience in a similar role.</p>		
How to Apply	Please complete an Application form and return to Sefton@Work, 286 -288 Stanley Road, Bootle L20 3ER or on-line and return by email to elt@sefton.gov.uk	
Closing date	04-Oct-2017	

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Job Title	CARE ASSISTANT - QUALIFIED	Enquiry Ref. 1236423
No of positions	Duration Permanent	
Wage: £7.60 - £7.80	Hours 42 3 days on 3 days off (12 hour shifts) Predominantly DAY SHIFTS but may cover some Nights	
<p>Job purpose To work as an integral part of the caring team, delivering the highest standards of personalised care to residents, ensuring that everyone is treated with respect and dignity, and that individual's rights to privacy, dignity, independence and choice are met in a safe environment.</p> <p>Main Responsibilities To provide the highest level of personal care (toileting, bathing etc) and attention to residents, following individual care plans carefully and ensuring that all contact is polite, friendly, warm and supportive. To act as a key worker for a named group of residents, ensuring that these responsibilities are carried out in full</p> <p>Comments Our professional, highly trained staff are dedicated carers who take the time to listen and get to know the people who live with us, enabling them to provide individualised care in an environment that promotes personal choice and independence.</p> <p>A fully enhanced DBS will be required as you will be working within a setting that supports the elderly and people with dementia. This is a forward looking business, offering training and opportunities for promotion. Job will start in November.</p> <p>Minimum Qualifications 18 +</p> <p>Experience and skills Good numeracy and literacy skills. A warm and friendly disposition Good communication skills, able to put others at ease A strong team worker. Reliable and punctual Willingness to develop new skills. Commitment to infection prevention and control</p>		
How to Apply	Please complete an Application form and return to Sefton@Work, 286 -288 Stanley Road, Bootle L20 3ER or on-line and return by email to elt@sefton.gov.uk	
Closing date	04-Oct-2017	

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Job Title	CARETAKER	Enquiry Ref. 1236424
No of positions 1	Duration Permanent	
Wage: £8.30	Hours: 37.5 Mon - Fri but may be called in out of hours in emergency. May be asked to work the occasional weekend day	
<p>Job purpose To provide a comprehensive maintenance service in all areas of the Care Home, both interior and exterior. Communicating and interacting with all employees and residents ensuring that the Care Home is safe and in an excellent condition.</p> <p>Main Responsibilities To carry out repairs and maintenance tasks within the individual's capability in all areas of the home as requested by employees and the Home Manager, complying with the Care Home's policies and procedures manual. Although the actual job is fundamentally an individual role, you are an essential member of the Care Home team and will be interacting and communicating on a regular basis with all the colleagues, residents along with outside contractors.</p> <p>Comments Our professional, highly trained staff are dedicated carers who take the time to listen and get to know the people who live with us, enabling them to provide individualised care in an environment that promotes personal choice and independence. Basic disclosure required and paid for via company. If service is terminated by either party during the first six months the amount of DBS will be taken out of final salary. (class the cost within this time as a loan)</p> <p>Minimum Qualifications Full driving licence and use of a car essential</p> <p>Experience and skills Experience in DIY, Gardening skills and Basic Health and Safety knowledge Basic numeric and good record keeping skills Good communication / Approachable and friendly, able to work in a team</p>		
How to Apply	Please complete an Application form and return to Sefton@Work, 286 -288 Stanley Road, Bootle L20 3ER or on-line and return by email to elt@sefton.gov.uk	
Closing date	04-Oct-2017	

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Job Title	Assistant Cook	Enquiry Ref. 1236404
No of positions 4	Duration Permanent	
Wage: £7.50	Hours 17.5	
<p>Job purpose You will be based in Maghull within a new purpose-built care home, opening in December.</p> <p>You will undertake general duties within a busy kitchen.</p> <p>Main Responsibilities You will follow instructions to prepare food, keep the area clean and tidy and support others within the kitchen team to ensure residents receive varied and nutritious meals.</p> <p>Comments Our professional, highly trained staff are dedicated carers who take the time to listen and get to know the people who live with us, enabling them to provide individualised care in an environment that promotes personal choice and independence.</p> <p>A fully enhanced DBS will be required as you will be working within a setting that supports the elderly and people with dementia. This is a forward looking business, offering training and opportunities for promotion.</p> <p>Job will start in November.</p> <p>Minimum Qualifications some experience would be desirable but is not essential.</p> <p>Experience and skills You will need some basic knowledge of food preparation and using cleaning products. A genuine interest in learning to be a cook is essential.</p>		
How to Apply	<i>Please complete an Application form and return to Sefton@Work, 286 -288 Stanley Road, Bootle L20 3ER or on-line and return by email to elt@sefton.gov.uk</i>	
Closing date	<i>04-Oct-2017</i>	

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