



Information for potential employees;

Continuous Professional Learning (CPL);

Stepping Stones is committed to the development of its staff. Our staff members have access to a wide range of training and personal development opportunities and these will be available to the right people who join the organisation. We have a mandatory programme of training which includes Child Protection, Adult Support and Protection, Applied Suicide Intervention Skills Training, Emergency First Aid, Health and Safety, De-Escalation Training, etc.

Current staff members have completed other training and successful candidates will be encouraged to identify learning and training opportunities as they settle into their post. Examples of training completed include Trauma, CBT based courses, Wellness Recovery Action Planning, SVQ's and PDA's, etc.

Modern Apprentices and those undertaking a Traineeship will receive ongoing support to achieve SVQ's at the appropriate level. The staffs who are required to register with a regulatory body, such as, HCPC, SSSC, etc., need to evidence post registration CPD.

Our staffs receive individual supervision and support on a four weekly basis and an annual appraisal. Feedback from our service members will be incorporated into our appraisals.

Contractual Requirements;

New recruits undergo a six month probationary period and incremental rises are awarded on the anniversary of the completion of the probationary period subject to ratification by the Board of Directors.

New recruits are required to undergo an enhanced PVG check if they are involved in the delivery of care and support in the organisation, otherwise a Basic Disclosure is required. Stepping Stones will meet the disclosure fees required.

Staff members are entitled to 25 days annual leave and 12 days public holidays. Annual leave entitlement rises to 28 days after 5 year's service. Part time staff members are entitled to annual leave calculated on a pro rata basis.

Quality Assurance;

Stepping Stones is committed to providing good quality support services to our members, the organisations who purchase services on their behalf and all other customers and stakeholders. We believe that, no matter how good our present service, there is always room for improvement.

Stepping Stones Support Service (CS2016353166) is registered with the Care Inspectorate (CI). The CI is the independent regulator of all health and adult social care services in Scotland. All staff who have registerable roles, are required to register with the Scottish Social Services Council. Stepping Stones will pay the fees for staff who are required to be registered with an appropriate body associated with their position within the organisation.

The CI publishes its inspection reports on their website www.careinspectorate.com, which also provides details of all social care services available throughout Scotland. Unannounced visits are a regular feature of CI inspections.

Pension;

Stepping Stones employees will be auto enrolled in our contributory Group Personal Pension Scheme. The employer contribution is 3% of salary and the employee contribution is a minimum of 5%. Stepping Stones provides a contributory Group Personal Pension Scheme for all permanent and temporary staff, if they meet certain criteria. Stepping Stones has chosen The Peoples Pension as their Auto Enrolment provider.

Travel Expenses;

Any travel or expenses incurred in carrying out duties are reimbursed at agreed rates. On an annual basis, car drivers must produce their licence, a current MOT certificate and a valid certificate of insurance that ensures that they are covered for business use of their vehicle within the exigencies of the service.

Employee Benefits;

For a number of years Stepping Stones has had lower than average sickness absence among its staff. We recognise that our people occasionally need support with health issues. Consequently, our staff members have access to a telephone counselling helpline and ongoing support and supervision that helps staff retain a work/life balance. Where appropriate, staff will receive supervision from external providers and this is fully funded. Fully funded SVQ qualifications are offered as well as other courses that meet the needs of our staff to carry out their roles. We also reimburse PVG and SSSC annual fees and registration costs. Stepping Stones is a member of the Cycle to Work and Techscheme.

Interview Preparation;

Candidates can contact the organisation for more information should the need arise and shortlisted candidates will have the opportunity to visit the organisation to help with their interview preparations. Our website www.stepstones.org.uk is a good source of information.

Short listing;

Short listing for advertised posts is generally done during the week following the closing date. In order to keep administrative costs as low as possible, individual applications are not acknowledged. If you have not heard from us within three weeks of the closing date, you can assume your application has not made the shortlist.

Interviews

These will be from the 16th-18th and 23-25th October until we find the right candidates for the jobs. We expect service members to be involved in the interview process through a number of different ways.