

JOB DESCRIPTION

Post Title: Adult Care Apprentice		Director/Service/Sector: Adult Social Care		Office Use
Grade: NMW				JE ref:
Responsible to: Hosting organisation operational manager /Programme manager		Date:	Manager:	
Job Purpose:				
<p>The Adult Care Apprentice will work under supervision to improve the health and wellbeing individuals who require care and support in a number of different care settings over a geographical area.</p> <p>This allows the apprentice to be able to work across organisations to provide the best care and support to the people living in Northumberland.</p> <p>The Apprentice will develop their knowledge and skills to support strong communities so that people live their lives as successfully, independently and safely as possible. This will include working with individuals that require day-to-day needs, in a way that respects their dignity and individuality.</p> <p>The apprentice will be responsible to the needs and wishes of the individual and enable people to live full and enjoyable lives through personal centred approaches, and develop a range of relationships through community networking and community building to promote individual inclusion and participation.</p>				
Resources	Staff	None		
	Finance	None		
	Physical	Careful use of equipment and care of client belongings.		
	Clients	Shared responsibility for Service Users and their belongings.		
Duties and key result areas:				
<ul style="list-style-type: none"> ● Support and enable individuals to achieve their personal aims and goals. ● Support individuals to remain safe from harm (Safeguarding). ● Promote health and wellbeing for the individuals they support and work colleagues. ● How to work professionally, including their own professional development. ● Treat people with respect and dignity and honouring their human rights. ● Communicate clearly and responsibly. ● Champion health and wellbeing for the individuals they support and for work colleagues. ● Seek clarification immediately where tasks or subjects are unclear to ensure your learning plan schedule is not adversely affected. ● Conduct yourself in a professional manner at all times in accordance with your employment 				
<p>The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>				
Work Arrangements				
Physical requirements:	Moving and handling service users in accordance with established procedures.			
Transport requirements:	Frequency of driving will vary from post to post and may include using own transport or service vehicles to transport service users between sites.			
Working patterns:	Across Northumberland and, at times, further a field. Able to meet the transport requirements of the post.			

Working conditions:	Rota covering 7 days where required. Various shifts, patterns Will vary according to the dependency levels of clients/service needs.
---------------------	---

PERSON SPECIFICATION

Post Title: Adult Care Apprentice	Service: Adult Social Care	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> Commitment to undertake and complete the Adult Care Worker Level 2 qualification. An ability to demonstrate a good standard of numeracy and literacy skills. 		
Experience		
<ul style="list-style-type: none"> An understanding and commitment to equality and diversity. 	<ul style="list-style-type: none"> Previous experience working in a health and social care and voluntary setting. Caring experience in a work or personal capacity. Knowledge of local area. 	
Skills and competencies		
<ul style="list-style-type: none"> Ability to communicate effectively with others verbally and in writing. Ability to follow clear instructions and feedback to senior members of staff in the host placement. Demonstrates good organisation skills. Must be respectful towards other staff members and people who use services. Maintain confidentiality at all times. Ability to work well in a team. Ability to use own initiative to contribute towards the work of the team. Ability to work accurately ensuring attention to detail. Flexible approach. Able to use word processing, email and internet software on a PC. An ability to ensure that timely and accurate completion and submission of assignments and modules in your training programme with a commitment to strive for the best quality to ensure you attain the highest grades you possibly can. An ability to take responsibility for reflecting on your own learning needs and prioritising these as part of your training programme. 	<ul style="list-style-type: none"> Leisure, hobby or craft skills which may be used to help provide service users with learning, therapeutic or recreational opportunities. 	
Physical, mental and emotional demands		
<ul style="list-style-type: none"> Periodic requirement to move, transfer and handle service users when providing assistance. Work, as directed, within Individual Service Users Plans, Risk Assessments and Moving and Transferring Plans. Maintain an awareness of surroundings and service users. 		

<ul style="list-style-type: none"> • Maintain Health & Safety and Welfare of self and others. • Dealing with service users whose behaviour may challenge the service. 		
Other		
<ul style="list-style-type: none"> • Able to meet the transport requirements of the post. 		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits