

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Adults & Health		Service Area: Rosedale Centre	
JOB TITLE: Apprentice Adult Care Worker			
GRADE: National Minimum Wage for Age			
REPORTING TO: Rosedale Centre Manager			
APPRENTICESHIP QUALIFICATION: Adult Care Worker – Level 2			
Duration: 15 months			
1.	JOB SUMMARY: Delivering personal care and support to the residents of Rosedale, ensuring their wellbeing and safety is always met. Provide rehabilitative caring approach to support people achieving independence where possible. Work in close partnership with Support Workers to support the residents and deliver an effective care plan. To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	Deliver personal care and support to the residents of Rosedale	
	2.	Serve and monitor meals including food and drink consumption	
	3.	Personal care including support with washing and dressing	
	4.	Assist with completion of the Rosedale admission document for new residents in a timely manner	
	5.	Promote rehabilitation a resident’s engagement to support achieving levels of independence	
	6	Discuss routine care needs of residents with friends/family who are visiting, ensuring resident is happy for discussion to take place.	
	7	Ensure residents have clean bedding, suitable clean clothes by working with laundry	
	8	Complete notes based on a summary of your shift and how the resident was able to complete tasks	
	9	To maintain resident records including daily update of a person’s care plan so that it accurately reflects a person’s care needs and goals	
	10	Ensure the communication board in residents rooms are accurate and reflects the care plan	
	11	To comply with such requirements determined by the Care Quality Commission responsible for Social Care inspection.	
	12	To co-operate in ensuring service aims and objectives are implemented.	

	13	To ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate with the standards required by Stockton-on-Tees Borough Council.	
3. GENERAL <p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.</p> <p>Workforce Culture, supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.</p> <p>Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development</p> <p>Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.</p> <p>Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.</p> <p>Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>			
	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)

Job Description dated June 2022

PERSON SPECIFICATION

Job Title/Grade	Apprentice Adult Care Worker (Rosedale)	National Minimum Wage for Age
Directorate / Service Area	Adults & Health	Rosedale Centre

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Level 1 English and Maths (GCSE Grade E or above / Functional Skills)</p> <p>Or</p> <p>An Ability to achieve Level 1 qualification in English & Maths – Initial Assessment required before job offer.</p> <p>PLEASE NOTE: You must not hold an existing qualification at the same or higher level as this apprenticeship or in a similar subject</p>	<p>Level 2 English and Maths (GCSE Grade C/4 or above or equivalent)</p> <p>First Aid Qualification</p>	Application form
Experience	Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative	Have worked / volunteered within a care/social/health environment or have experience through personal care of family member.	Application / Interview
Knowledge & Skills	<p>Good communication skills - listening, spoken and written.</p> <p>Ability to understand and apply guidance, regulations and written instructions.</p>		

	<p>Ability to work alone, whilst using initiative,</p> <p>Ability to maintain accurate records</p> <p>Legible handwriting</p> <p>Be articulate and able to converse confidently in a pleasant and professional manner..</p> <p>Attention to detail</p>		
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>A desire to work in social care and make a positive difference to the lives of others</p> <p>Committed to own personal development</p> <p>Client focused</p> <p>Friendly & Approachable</p> <p>Compassionate</p> <p>Confidentiality and personal integrity</p>		Application / Interview
Other requirements	<p>Flexibility - Ability to work any day of the week (based on rota)</p> <p>The job involves working directly with adults and therefore is subject to an enhanced DBS check Ability to or willingness to work towards independent travel around Borough</p>		

Person Specification dated

June 2022

