

Hertfordshire County Council Job Outline



JOB TITLE: Level 2 Adult Care Worker Apprenticeship
GRADE: H1
REPORTS TO: Learning & Development Officer/ Placement Manager
TEAM: Workforce Development & Partnerships, Integrated
Accommodation Commissioning (IAC)
DEPARTMENT: Adult Care Services

Purpose of the Job

Our Level 2 Adult Care Worker Apprenticeship would suit anyone who may be looking for a career in social care, whether you are a school leaver, looking for a career change or to develop skills and experience you already have.

The apprentice position is for a minimum of 13 months, and involves the apprentice, learning the skills and gaining relevant experience to achieve the RQF Level 2 Diploma in Adult Social Care as well as providing them with experience through placement, to be able to support clients. The apprenticeship will enable the apprentice, to be able to assist clients in developing and improving their independence, through providing care and supervision within Short Breaks/Supported Living or Day Service setting.

Supported Living Services provide support to adults with learning disabilities and/or mental health problems/physical disabilities. This involves providing personal care for tenants, assisting them with keeping their personal space clean and tidy, shopping and cooking, and keeping client records up to date. It also involves assisting with tenant's finances and travel arrangements, arranging visits to GP's etc.

Day Services provide access to a variety of day opportunities to adults with a range of disabilities and other needs, which are provided from a variety of sites across Hertfordshire. Referrals are from social workers from multi-disciplinary teams.

Short breaks services provide accommodation, emotional and physical support and care 24 hours a day throughout the year. Staffs work closely with other agencies and relatives to establish and implement a care plan

Main Areas of Responsibility

The apprenticeship will enable the apprentice to gain the necessary skills and knowledge to be able to work as a qualified Adult Care Worker and be able to:

- Assist senior staff where appropriate, to provide basic day to day care to service users, in accordance with each individual's care/support plan
- Contribute to the formulation, implementation and review of detailed care/support plans in conjunction with senior staff, the individual service user, family, social worker and other outside professionals.
- Produce clear and detailed records, in accordance with Departmental and Local Policy Guidelines.
- Develop, maintain and build on effective relationships with all people involved in each individual's care/support plan.
- Consider with senior staff, clear risk assessment issues and implement detailed risk management guidelines.
- Support senior staff in, the management of emergency situations, report incidents/situations, and allegations of abuse in accordance with Departmental and local policy guidelines.
- Implement and work to, all departmental local policies and procedures.
- Work flexibly with all clients of varying ability levels in order to achieve clear transferable skills.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Additional Information

Additional personal study time will be required as part of the course, during the apprentice's own time, for a minimum of 2 hours a week. The apprentice will need to be able to travel to placements and qualification days.

Once trained and deemed competent, there will be an element of personal care to be undertaken with adults with additional needs. This will include adults with learning difficulties, older people and people with physical disabilities. You will be working with people who may have unpredictable behaviours and communication needs. No qualifications are required to apply as full training will be given. This includes 2 week induction programme before starting placement (this is paid training).

Apprenticeship Standards in Adult Care

The Adult Care Worker Level 2 Apprenticeship Standards require the Apprentice to achieve the following: The Care Certificate, Functional Skills Maths and English (level will be assessed) and progress to RQF Level 2 Diploma in Adult Social Care and an end-point situational judgement test and independent professional discussion

Hours of Work

The apprentice is expected to work a five day week which includes four days in placement and one day for qualifications day. The qualifications day forms part of the working week.

Day service placement: 8.30am - 5.30pm, Monday to Friday

Supported living/Short Breaks placement: Hours of work are between 7.00am to 10.00pm working a shift pattern to meet the demands of the service, which includes weekend working, for which days in lieu will be given during the week.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

The successful apprentice will be patient and willing to learn with a positive approach to helping people with additional needs. They will be expected to take and follow instruction from senior staff whilst demonstrating initiative and working in line with HCC policy. Demonstrating a 'can do' attitude with a flexible approach to the individuals you work with. You must be able to balance your workload and college work and meet deadlines as required.

Skills Required:

- Good communication skills
- Good listening skills
- Good time management and organisational skills
- Basic IT skills

Personal Qualities:

- Team player
- Interpersonal skills, forming professional relationships Willingness to learn
- A positive approach to people with additional needs
- As a wide and varied role, the apprentice will need to manage change
- To be able to work with people with unpredictable behaviours and communication needs

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.