

Apprentice Adult Care Worker

Job Ref: 19304

We are looking for motivated, enthusiastic people to join us on an apprenticeship programme. If you're looking for the opportunity to make a real difference to people's lives and follow a stimulating and rewarding career, come and work with us as an Apprentice Adult Care Worker. We have a number of opportunities across various locations.

Hours of Work	30 hours per week
Contract Duration	Fixed Term -12 months
Location of Work	Various locations across the Borough of Stockton-on-Tees
Salary / Wage	

Age	Hourly Rate	Full Time annual Salary
Under 18	£4.35	£8,392
18 -20	£6.15	£11,865
21 - 24	£7.70	£14,855
25 and over	£8.21	£15,839

About Us:

Stockton-on-Tees Borough Council is a successful and award winning Council who employ over 3,000 employees in a vast range of job roles across many different services in the Borough of Stockton-on-Tees.

At SBC we truly value our Apprentices. We recognise that Apprenticeships help us identify new talent, build new skills in our workforce and increase diversity in the workplace. Apprenticeships help us to develop our future skills, to enable us to deliver our ambitious plans whilst also assisting in shaping the apprentice's future.

Job Description:

As an apprentice Adult Care Worker you will work directly with clients to provide a supportive and sensitive service delivering day to day personal assistance and care while helping to maintain and promote independence and dignity. Your role may rotate across a range of services including care homes, day centres and reablement services along with community care services. Your rotation will allow you to gain experience in multiple areas of adult services and gives an opportunity to work with a range of people and staff across Adult Social Care.

Some of the main duties and responsibilities as an Adult Care Worker may include assisting with dressing/bathing/feeding, providing social and emotional support, and creating a homely and supportive atmosphere where clients can achieve maximum independence. Additional duties will include delivering functional support in the form of an exercise programme when directed to do so and promoting activities to engage with service users in a recreational manner.

Essential Requirements:

All candidates are required to meet the essential requirements set out below. Please address in your Expression of Interest how you meet the following:

- 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,
- Good attention to detail,
- Ability to communicate well both orally and in writing,
- Ability to show compassion and be people focussed,
- Self-motivated,
- The ability to converse at ease with members of the public and provide advice in accurate spoken English,
- Demonstrates the behaviours that underpin the Council's Culture Statement.

You must not hold an existing qualification at the same or higher level as this apprenticeship in a similar subject.

Functional Skills (Level 2 / GCSE) in English, Maths and ICT are NOT essential, but will be required prior to completion of the apprenticeship.

A driving licence is not required however if you hold a licence you will be considered as part of the Reablement Service which is home based community care as one of the rotational options.

Appointment will be subject to the following pre-employment checks:

- Enhanced DBS check,
- Medical Check,
- Satisfactory reference.

Apprenticeship Qualification:

You will be given appropriate paid time off work, to attend College and work towards completion of your apprenticeship qualification.

Qualification: Adult Care Worker – Level 2

<https://www.instituteforapprenticeships.org/apprenticeship-standards/adult-care-worker/>

Training Provider: Stockton on Tees Borough Council, Learning & Skills

Future Prospects:

Upon successful completion of the apprenticeship, there is the opportunity to undertake a higher level apprenticeship qualification and the potential to secure a permanent position within the Council for the right candidate to grow within the organisation.

How to Apply:

Please complete our Apprenticeship application form, and submit this to apprenticeships@stockton.gov.uk no later than the closing date of **Sunday 23rd June 2019**.

Please ensure you refer to the essential requirements outlined in the advert, Job Description and Person Specification when completing the personal statement on your application, as this information will be used to shortlist candidates for the next stage of selection

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Adults and Health		Service Area: Adult Services
JOB TITLE: Apprentice – Adult Care Worker		
POST REFERENCE: 19304		
GRADE: Apprentice determined via age		
REPORTING TO: Manager of service (vary depending on current placement)		
1.	JOB SUMMARY: The Apprenticeship is rotational and will involve being placed at different service areas across Adult Social Care, which fundamentally will focus on ensuring the wellbeing of people using the service (service users), including where appropriate direct care (including personal care). The role will be key in enabling people to maximise their stimulation and independence through participation in activities. Dependant on service area additional duties will be required such as following low level exercise plans, carrying out care/support plans and functional rehabilitation of service users. The rotational service areas will include home based care and rehabilitation (Reablement), elderly rehabilitation and assessment units (Rosedale Care Centre), Day options for Learning Disabilities (Allensway), respite placement for people with an identified Learning Disability (Lanark Close), adults and elderly day centre including people living with Dementia (Halcyon Centre) and a care home for people with Learning Disability (Oak Road).	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS:	
	1	Ensure service user person centred support plans are followed and implemented.
	2	Recognise the distinction between care giving, rehabilitation and promoting independence.
	3	Maintaining attendance at both work and college to enable satisfactory completion of qualifications.
	4	Agree and maintain a schedule of communication with allocated Mentor.
	5	Create and maintain a supportive atmosphere where service users can achieve maximum stimulation and independence through encouragement and support in their participation in activities and personal care.
	6	Participate in tasks associated with direct personal care of service users including for example toileting, bathing, dressing, and supporting with feeding, ensuring safe use and operation of all equipment used.
	7	Contribute to the preparation and planning for the delivery of meaningful activities for service users in accordance with their outcome focused Personal Care Plans (PCP's).
	8	Ensure all information and documentation, in accordance with service procedures, in relation to service users, is recorded accurately and timely.
	9	Ensure you are aware of who to raise any issue or concerns with at any given time whilst at work for service users being cared for.
	10	Shadow Colleagues for a period of time following each rotation.

	11	Ensure cultural, religious and linguistic needs of service users are met.
	12	Ensure the safe handling and recording of medication dispensed, in accordance with procedures, and participate in the issuing of medication to service users when assessed as safe to do so.
	13	Follow all relevant statutory, policy, codes of practice and procedure guidelines associated with the operation of the service.
	14	Co-operate in ensuring service aims and objectives are implemented.
	15	To take proactive learning and direction from current staff in understanding the requirements determined by CC inspection to provide a high quality service.
	16	To ensure the safety of the clients at all times by being aware of the emergency evacuation plan and fire evacuation procedures
	17	Ensure that all services users both internal and external, receive a consistently high quality level of service, the standards required by Stockton-on-Tees Borough Council.

3. GENERAL

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 Apprenticeship post will be with the consent of the post holder.

Workforce Culture and 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.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development.

Customer Services – The post holder is required to ensure that all service users both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

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.

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.



PERSON SPECIFICATION

Job Title/Grade	Apprentice – Adult Care Worker	
Directorate / Service Area	Adults and Health / Adult Services	
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Please note: You must not hold an existing qualification at the same or higher level (Level 2 or above) as this apprenticeship in a similar subject (Adult Care / Health & Social Care).</p>	<ul style="list-style-type: none"> Functional skills English & Maths Level 2 / GCSE Grade C (level 4) or above 	Application form
Experience	<ul style="list-style-type: none"> Working as part of a team (this could be in a sporting, educational, work or social setting). 	<ul style="list-style-type: none"> Knowledge of good practice that underpins adult care in care settings Knowledge of the assessment and care planning in a care setting An understanding of the needs of adults with a learning disability Knowledge of how to implement Person Centred Care Plans and Individual Risk Assessments Experience of supporting adults with learning disabilities to access community based services and activities. 	Application Interview

		<ul style="list-style-type: none"> • Knowledge of the pressures and the difficulties families face supporting adults with learning disabilities to remain living at home • Knowledge of the legislation that underpins adult care in care settings 	
Knowledge & Skills	<ul style="list-style-type: none"> • Good communication skills (oral and written) • Ability to understand and apply guidance, regulations and written instructions. • Ability to work alone, whilst using initiative, • Ability to maintain accurate records • Legible handwriting • Be articulate and able to converse confidently in a pleasant and professional manner. 	<ul style="list-style-type: none"> • ICT Skills, with a willingness to undertake training on appointment to meet the requirements of the job role • Skilled in adapting activities to meet individual needs and circumstances / situations from Personal Care Plans (PCP's) 	Application Form Interview References
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Committed to own personal development. • Client focused • Approachable • Friendly • High personal standards and self-discipline • Enthusiastic • Highly motivated, and not easily discouraged • Flexible approach to work • Confidentiality and personal integrity 		Application Interview
Other requirements	<ul style="list-style-type: none"> • Smart Appearance • Flexibility - Ability to work any day of the week between 7am – 10pm (based on rota) 	<ul style="list-style-type: none"> • Driving license and ability to travel independently throughout the borough 	

	<ul style="list-style-type: none">• The job involves working directly with adults and therefore is subject to an enhanced DBS check•		
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Dated 8.5.2019