

**Job Description**

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| **Department** | Intermediate Care - Rehabilitation Support  |
| **Job Title** | **APPRENTICE ADULT CARE WORKER**  |
| **Grade** | **Apprenticeship rate/NMW for age****2-year fixed term**  |
| **Primary Purpose of Job** | To assist the department in carrying out its duties efficiently and effectively and complete the apprenticeship program  |
| **Reporting To** | Supervisors |
| **Direct Staffing Reports** | Not Applicable  |

**Main Duties (During apprenticeship learning)**

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| **1.** | This is a developmental role, you will be responsible for gathering and recording evidence for your Apprenticeship and attending any lessons, training sessions or assessments arranged by your training provider or Supervisor. |
| **2.** | Undertake a development programme as part of an apprentice scheme; in order to combine practical on the job training with theoretical learning and development. |
| **3.** | Support individuals in their daily living and personal care needs – addressing the physical comfort needs of individuals. |
| **4.** | Communicate, interact and relate to individuals. |
| **5.** | Provide food and drink for individuals and help them to eat and drink. |
| **6.** | Support the health, safety and wellbeing of individuals. |
| **7.** | To contribute to effective working relationships with colleagues and supervisors, working as a team to deliver high standards of service and customer care. |
| **8.** | Attend team and other meetings as requested to receive and share information. |
| **9.** | Any other duties as assigned by your supervisor/Team Leader in accordance with the nature and grade of the post. |
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| **Date Job Description prepared/updated:** | **June 2024** |
| **Job Description prepared by:** | **OD TEAM** |

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**Person Specification**

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| **Department** | Intermediate Care - Rehabilitation Support |
| **Job Title** | **APPRENTICE ADULT CARE WORKER** |
| **Stage One** | Candidates who are care leavers, have a disability, are ex-armed forces/cadets or are a carer (see Carers-Charter-FINAL.pdf (gmhsc.org.uk) are guaranteed an interview if they meet the essential criteria for the role  |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Ability to put into practice new work-based skills and demonstrate new competences gained through the Apprenticeship framework/standard. | Interview and work-based assessment |
| 2. | Ability to communicate effectively both orally and in writing and to accept verbal and written communications/instruction. | Application Form/Interview |
| 3. | Ability to work as part of a team and under own initiative. | Application Form/Interview |
| 4. | Ability to develop and maintain effective working relationships with others. | Application Form/Interview |
| 5. | Able to manage own time, be punctual and work accurately to agreed deadlines. | Application Form/Interview |
| 6. | Ability to use IT systems relevant to the job role and learning purposes. | Application Form/Interview |
|  | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section  | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Meet the eligibility criteria for government funded apprenticeship programmes. | Application form  |
| 2. | The Post holder will be required to complete **Level 2 Adult Care Worker** **Apprenticeship applicants must therefore not already hold Level 2 Adult Care Worker** qualification or similar at the same level or above. | Application Form/Interview |
| 3. | GCSE Maths and English (4-9, or A\*-C) or level 2 functional skills (or expected to achieve by September 2024) or must commit to achieving within the duration of the apprenticeship. | Application Form/Production of Certificates at Interview |
| **3. Work Related Circumstances** |
| 1. | Willing to travel within the Greater Manchester Region to attend training and development as necessary | Interview |
| 2. | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | Interview |
| 3. | This post is subject to [an enhanced / a standard] disclosure from the Disclosure & Barring Service with check of relevant barred list(s) | Interview |
| 4. | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | Interview |

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**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





