

Job Title:	Apprentice Support Worker
Grade:	Apprenticeship L 2-3
Responsible to:	Operational team leader/ support manager/
Responsible for:	NIL STAFF



Job Purpose

To provide personal and practical support to adults in the community, to enable and assist them to live in a safe environment, whilst promoting choice and independence in their daily routine.

To support people in a flexible manner in order to meet their desired outcomes in a personalised way.

To work collaboratively with other key stakeholders to ensure safe transition of care and support.

Duties and Responsibilities

To provide personal and practical support to people to enable them to remain safely in the community

To communicate actively with family members and other professionals/partners involved in the provision of support to individual service users.

To actively encourage and promote the person to achieve their assessed goals and outcomes, as described in their support plan.

To support the person in achieving a balanced nutritional diet, taking into account diabetic, ethnic and vegetarian requirements.

To respond as required to requests for urgent assistance, including personal and practical support.

To advise and support people in the safety of themselves and their home environment.

To support the person and other professional where required in the safeguarding of individuals and or situations.

To support people in a flexible manner, by working to the identified goals in the persons support plan.

To ensure where new goals or changes to the support plan are needed that this is fed back and contributed to in a timely manner, in order to meet the persons desired outcomes in a personalised way.

General Duties and Responsibilities

To undertake all duties and responsibilities in line with current Council Policies and Procedures, including those relating to health and safety; equalities, diversity and inclusion; safeguarding procedures; financial instructions; procurement and commissioning.

To undertake any other duties in agreement with the post holder and manager. Significant changes that may affect the role and responsibilities of the post or the job description would be managed through an agreed process in consultation with the Trade Unions.

Issue date:

Person Specification Post Title: <Insert>

Minimum Essential Requirements	Assessment Method
Section One: Knowledge and Experience	
Ability to keep calm under pressure	
Able to work as part of a team	
Ability to adapt to behavioural changes of service users, including challenging behaviour.	
Ability to deal with personal care needs of dependant people under supervision	
Understanding of and commitment to confidentiality , dignity, rights and choices of individuals	
Understanding of and commitment to equality and diversity	
Section Two: Skills and Abilities	
Communication - English both verbal and written and numeracy skills.	
The ability to physically move and handle people, carry shopping or	

laundry etc.	
To carry out health related tasks appropriate to the grade.	
Section Three: Qualifications	
Requirement to take part in all relevant training, including completion of the Care Certificate and the Diploma in Health and Social Care	
<Professional Registration(s) optional where essential requirement>	
Section Four: Our Values	
People are at the heart of what we do.	
Openness and honesty are important to us	
Together we get things done	

Health Risks Specification

Please identify all risks that apply to this post / role

Fitness to Work	Potential health risks: please add Yes or No against each risk
Working with computers	
Working at heights	
Confined spaces	
Moving and handling includes people and objects	

Vocational Health Checks	Potential health risks: please add Yes or No against each risk
Driver medicals, minibus, forklift trucks and HGV	
Night Worker Questionnaires	
School crossing warden	

Statutory Health Surveillance	Potential health risks: please add Yes or No against each risk
Exposure to excessive noise levels	
Exposure to excessive vibration levels	
Exposure to skin irritants	
Exposure to respiratory irritants	

