



January 2015

1. JOB IDENTITY

Post Title:	Modern Apprentice (Care)	Service:	Health & Social Care
Section:	Older People & Disabilities	Grade:	Care A
Reports to:	Facility Manager		

2. JOB PURPOSE

- Assist, as a member of a team, work in the community to support individual residents with person centred care.

This post is encompassed in the Modern Apprentice Programme, jobholders will be expected to complete a SVQ Level 2 qualification during their employment.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation.

3. CORE RESPONSIBILITIES / DUTIES

- Assist individuals with the practical tasks associated with daily activities - intimate personal care, eating, drinking and social activities, meeting spiritual and emotional needs
- Contribute to the maintenance and updating of personal care plans, using both verbal and written recording reporting systems
- Assist in ensuring safe working practices in which the health, safety and welfare of colleagues and clients are not compromised
- Undertake general duties associated with the overall running of the care home, as directed by the Management Team

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Scottish National Level 4 or 5 or Standard Grade in Mathematics and English, or equivalent transferable experience and skills
 - Achievement of the SVQ Level 2 Health & Social Care qualification within 12 months
- Desirable:**
- ECDL or computer qualification at basic level

5. EXPERIENCE

- Desirable:**
- Experience in a caring role with older people in health or social care either in the community or a residential setting
 - Experience of following personal plans of care

6. KNOWLEDGE AND SKILLS

- Essential:**
- Positive, responsible, and caring attitude with a genuine interest in the needs and rights of older people
 - An understanding of the need to maintain confidentiality of people and the workplace
 - Comfortable with undertaking intimate personal care
 - Ability to work on own initiative and as part of a team
 - Customer focused with excellent organisational, interpersonal, communication skills
 - Ability to work to tight and often conflicting deadlines
 - Ability to enable individuals to articulate their preferences
 - Capacity to cope with demanding work, both from a physical and practical perspective
 - Ability to work a variety of shifts
- Desirable:**
- Knowledge of health and safety in the workplace
 - Awareness of care planning and review systems
 - Interests and hobbies that can be shared with older people
 - Understanding of the Person Centred approach in relation to health and social care

7. ADDITIONAL REQUIREMENTS

Criminal Records Checks for Employment	<p>This post requires one of the following checks.</p> <p>Basic, Standard, or Enhanced This post requires a Disclosure Check and where applicable, an Overseas Criminal Record Check. A confirmed offer of employment and commencement in the post will be subject to the outcome of both these pre-employment checks being deemed satisfactory.</p> <p>PVG Children and / or Protected Adults This post is regulated work with children and/or protected adults under the Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidate will be required to join the PVG Scheme or undergo a PVG Scheme update check. Where applicable, this post also requires an Overseas Criminal Record Check. A confirmed offer of employment and commencement in the post will be subject to the outcome of both these pre-employment checks being deemed satisfactory.</p>
Driving Compliance	Not applicable to this post.
Politically Restricted	Not applicable to this post.
Work Smart	This position is designated as a ' Fixed ' post as detailed on the Worksmart website - http://worksmart.aberdeenshire.gov.uk/