



January 2015

1. JOB IDENTITY

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

2. JOB PURPOSE

- Assist, as a member of a team, to provide assistance towards the well-being and personal care of older people and people with disabilities by supporting clients to live independently within their own home

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 with clients' personal care
- Work with clients to promote independent living
- Assist with meal preparation
- Assist with medication
- Assist in ensuring safe working practices in which the health, safety and welfare of colleagues are not compromised

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills
 - Achievement of the SVQ Level 2 Health & Social Care Qualification within 12 months

- Desirable:**
- Level 1 Health & Social care related qualification

5. EXPERIENCE

- Desirable:**
- Some experience in meal preparation
 - Previous experience in a care setting or volunteer work experience

6. KNOWLEDGE AND SKILLS

- Essential:**
- Commitment to own learning and development
 - Comfortable with undertaking intimate personal care
 - Ability to cope with demanding work, both from a physical and practical perspective
 - Effective communication skills – interpersonal, verbal and written
 - Interest in providing care to the community
 - Understanding of team working
 - Ability to work on own initiative
 - Ability to follow instructions
 - Awareness of services for older people and people with disabilities
 - Awareness of the need to maintain confidentiality
 - 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

Driving Compliance	Not applicable to this post.
Politically Restricted	Not applicable to this post.

Agreed