

APPRENTICE CARE ASSISTANT				Purpose			
Reference No.	A4578	Type	Generic	<p>With support, promoting social inclusion by working with people to maximise their personal independence, health and wellbeing to access opportunities in their local communities. Attending to personal, social, recreational and emotional needs of people who require care and provide a stimulating environment. This may include supporting people with a wide range of care needs in their own homes or in a residential setting.</p> <p>To study a qualification acceptable for SSSC registration (core units if required).</p>			
Service	Health & Social Care						
Job Family	Care 3	Grade	FC4 (50% 9 months, 80% 9 months)				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
Enabling people to maximise their independence in relation to their personal and social needs in accordance with Health and Social Care standards.				The duration of the apprenticeship is 18 months. During this period, the apprentice will study SVQ2 Social Services and Healthcare SCQF level 6 including core units if required and register with the SSSC within the specified timeframe.		✓	
				Experience/Awareness of Health & Social Care Standards (Deliver results - See 'How We Work Matters' Framework)			✓

Role Profile

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	Ability to provide a regular and effective service	✓	
Providing positive support and encouragement for people to make their own choices and decisions in all aspects of their daily lives.	Ability to make effective decisions with support (Take ownership) Communication skills	✓ ✓	
Providing flexible support enabling people to access activities and achieve their personal outcomes.	Ability to be innovative and creative Ability to work in a flexible way Ability to seek support and use own initiative With support, ability to provide personal care needs where appropriate.	✓ ✓ ✓ ✓	
Establishing links with other providers, statutory and voluntary agencies, including health, to develop positive working relationships and compiling information on other relevant and available community resources that may be used by the people whom you support.	Networking skills Awareness of outcome focussed approach Organisational skills	✓ ✓	 ✓

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	Ability to manage and prioritise workload	✓	
Undertaking a range of personal/physical care tasks when required by assisting with eating, drinking, administering medication, continence, dressing and any other tasks in accordance with the care plan.	An expectation to provide support to individuals with personal care needs, where appropriate.	✓	
	Ability to work within a team	✓	
Pushing and pulling of equipment such as hoists, wheelchairs, bathing chairs and use of evacuation equipment in emergencies working within Health and Safety requirements.	An expectation to undertake Moving & Handling training	✓	
	Ability to undertake physical tasks e.g. being able to comfortably kneel on beds and floors and able to rise without difficulty	✓	
Actively promoting and ensuring a high standard of care practice in accordance with Health and Care standards.	An expectation to adhere to SSSC Code of Practice	✓	
Keeping accurate records of outcomes focused support planning and review for the people whom you support.	Literacy skills	✓	
	Basic IT skills (Embrace technology & information)	✓	
Ensuring individuals are treated in a respectful and dignified manner at all times.			
Participating in social and leisure duties as required.	Ability to travel throughout Fife	✓	
Undertaking domestic duties as required.			

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Participating in service/external training, staff/team meetings, as necessary			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results