

Job Description

For Social Care Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Apprentice House Project Facilitator	JEID	X0002
Salary Grade:	Apprenticeship Pay Scale		
Team:	House Project Team		
Service Area:	Children & Families, People Group		
Primary Location:	Portland House, 16 Orchard Street, Nuneaton, CV11 4BS		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Manager		
Responsible for:	-		

Role Purpose

To be part of a small team who support a group of young people who are Looked After by the local authority and support them as they move into independence. This requires developing positive relationships with young people aged 16 years plus, and support with their development in building sustainable homes.

The mission of the House Project is to engage with young people on a developmental journey that builds ownership, responsibility, community, homes, independence and direction. The destination is a sustainable home that provides a secure base from which to thrive. The House Project builds through direct experience – we don't just talk about it we do it.

This is an opportunity to be part of a committed and supportive team. We are looking for staff that are happy to work in new and flexible ways, with a focus on providing excellent service.

Role Responsibilities

- (a) To provide advice and support including practical help to prepare young people for successful independent living and a sustainable housing solution.
- (b) To contribute to the assessment of young people's needs and make suggestions about their pathway planning in coordination with Social Worker's & PA's.
- (c) To liaise with the responsible authority and develop constructive professional relationships with a range of relevant services
- (d) To co-ordinate the provision of services, ensuring that these are responsive to the young person's needs and that s/he is able to access and make constructive use of them.

- (e) To keep an accurate written record of involvement with the young person and contact with other agencies. This record will monitor the effectiveness of services to prepare young people for adult life.
- (f) To advocate for a young person's views but balance this with their best interests.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Apprentice
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Main Tasks

- To complete a two week induction within the team to assess suitability of the role
- To work with the House Project Facilitators to provide a flexible range of support to young people into independence in a sensitive, empathic and anti discriminatory way
- To be accountable to the House Project Facilitators under the supervision of the line manager
- To support the House Project Facilitators to complete practical tasks, eg. Design & Delivery of a Independence Programme, Social Media, Marketing & Promotion, Attending of community events, Arranging of Business Events
- To support in a creative way the collecting of evidence of the independence programme and milestones of young people
- To support in keeping accurate update information on local and National Database
- To assist House Project Facilitators in Partnership working in the community.
- To provide direct support to young people moving into their own accommodation and to help with the purchase of items for independence
- To record and inform the House Project Facilitators or Team Manager of any information or concerns that arise in the support of young people
- Work collaboratively with young people, colleagues and other agencies
- Attend and engage with supervision and Team Meetings and appropriate appointments alongside the House Project Support Facilitators
- Available to work within any of the Council's localities
- To be accountable to the House Project Facilitators and Team Manager
- To adhere to council policies regarding confidentiality, accountability and data protection under the supervision of the House Project Facilitators and Team Manager

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Good literacy and numeracy skills – GCSE's or equivalent at grade A-C / 9-4 including English and Maths	A, T, D
Good communication skills	A, T, I
The ability to demonstrate a caring and empathic attitude when supporting the House Project Facilitator to meet the welfare needs of our young people	A, T, I
To observe and support the House Project Facilitator in the routine assessment of needs, support planning, monitoring and review in partnership with clients and other agencies	A, T, I
To be enthusiastic, empathic and willing to learn	A, T, I
To work as part of a wider team and complete tasks identified by the House Project Facilitator and management to support the service	A, I, T
The ability to respond appropriately to young people who have had traumatic life experiences	A, I, T
Ability to work well with colleagues, including managers, as a member of a team	A, I
Mobility essential. Disabled applicants should be able to perform the job with aid, where necessary.	A, I, D
To be able to operate a keyboard and have basic computer knowledge of Microsoft Office, Gmail and an electronic diary.	A, I
Ability to communicate fluently, in writing and verbally, with a wide range of people	A, I, T
Satisfactory check through the Disclosure and Barring Service	A, I, D

Desirable Criteria

Assessed By:

An understanding of the needs of Looked After Children and those leaving care	A, I
An understanding of Social Media – Facebook, Twitter	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	