

Job Description

For Non-Streamlined 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:	Social Care Apprentice	JEID	X0002
Salary Grade:	Apprenticeship Pay Scale		
Team:	Family Support Practice for Children Services Teams		
Service Area:	Children's Social Care and Safeguarding		
Primary Location:	Various locations in Warwickshire		
Political Restriction	This position is not politically restricted.		
Responsible to:	Operations Manager		
Responsible for:	N/A		

Role Purpose

To assist the case management team to work in a supportive and strengths based way with children and families subject to child in need, child protection plans, looked after children and those children subject of Court proceedings.

To contribute to the delivery of safe practice to protect children and young people from abuse and harm in line with Warwickshire Children's Safeguarding Board.

To work alongside Social Workers and Social Care Workers and assist in undertaking assessments and direct work with children and their families.

To develop knowledge, skills and ability to work within Children Social Care Safeguarding setting.

Role Responsibilities

Work alongside Social Workers and Social Care Workers and assist in completing assessments and direct pieces of work

Establish sound working relationships with partner agencies congruent with Working Together 2015 and The Framework for The Assessment of Children in Need and their Families.

To attend services meetings alongside Social Workers/Social Care Workers, and represent the local authority within the remit of their role

To assist Social Care Workers to supervise contact between children and their family's

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:

A basic level of numeracy, literacy and ICT skills. At least 5 GCSE's at grade A* - C / 9 - 4 (or equivalent qualifications) including English and Maths	A, D
The ability to work with children and families in a way that promotes their equality, diversity and rights	A, I
The ability to build good relationships with families - demonstrating core skills such as patience and good listening skills	A, I
The ability to remain calm under pressure	A, I
Demonstrate ability to analyse information and assist in making recommendations to contribute to Social Work assessments and care plans.	A, I
The ability to communicate confidently, both verbally and in writing, with numerous different people	A, I
Ability to keep appropriate records of work and communication in line with Warwickshire County Council recording policy	A, I
Experience of using computers and in particular Microsoft Office and Email	A, I
Ability and commitment to work within a team and own initiative	A, I
Ability to organise own work load and keep up to date with tasks	A, I
The ability to respect and maintain strict confidentiality in line with Warwickshire County Council confidentiality policy	A, I
Satisfactory completion of an enhanced check through the Disclosure and Barring Service (this will be taken up if offered the post)	A, I

Desirable Criteria

Assessed By:

An understanding of how discrimination can effect the life chances of children and their families.	A, I
An understanding of how different forms of abuse can impact on children and their families	A, I
The ability to work flexibly in line with the needs of the services	A, I

A commitment to undertaking core training and putting this into practice	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 checked="" 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 checked="" 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):	