

Job Description

For Apprenticeship 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 Reablement Assistant	JEID	X0002
Salary Grade:	Apprenticeship Pay Scale		
Team:	Reablement		
Service Area:	Social Care and Support		
Primary Location:	Kings House, Bedworth / Heathcote House, Leamington Spa		
Political Restriction	This position is not politically restricted.		
Responsible to:	Reablement Supervisor		
Responsible for:	N/A		

Role Purpose

To represent Warwickshire County Council's Reablement Service by supporting individuals in their own homes within the community. The role involves working with people from diverse backgrounds to help them remain at home and increase their independence. As an Apprentice Reablement Assistant, you will help to deliver outcome focused support plans under the direction of a Reablement Officer or Occupational Therapist, with the aim of maximising each individual's independent living skills.

The skills, knowledge and behaviours developed in this post will enable the post-holder to complete the Level 2 Adult Care Worker apprenticeship aligned to this role.

Role Responsibilities

The role responsibilities outlined will be practiced, learned, and eventually mastered by the apprentice, under guidance and supervision from the line manager and colleagues.

- To work with the customer to promote and maintain their independence. This will be achieved by working to the support plan created by the Reablement Officer or Occupational Therapist.
- To work in partnership with the Reablement Officer or Occupational Therapist to use the support plan and feedback App. effectively. To assist with maintaining the customer's records and

correspondence.

- To demonstrate small items of promoting independence equipment to the customer. This will enable them to undertake daily living tasks independently.
- To undertake and assist the customer with the administration of medication in accordance with Warwickshire County Councils Medication Policy. To assist individuals within their own homes to take medication and complete appropriate records in accordance with the Quality Assurance System.
- To work with the customer with their support plan, using own initiative, without direct supervision when out in the community.
- To signpost the customer to other professionals within the County Council.
- To undertake effective communication with Supervisors, Occupational Therapists, Reablement Officers, customers, other professionals, colleagues and members of the public.
- To maintain accurate records in line with the Reablement Service and to manage own mileage claims within designated time frames.
- To work flexibly throughout the county including weekends, evenings and bank holidays.
- To work to the eight key values of: Privacy, Promoting Independence, Partnership, Diversity, Rights, Dignity, Respect which are reflected within the promoting independence handbook.

Core Responsibilities

- To participate in personal development and training.
- To attend and participate in regular team and staff meetings, when possible, and if necessary, outside contracted hours for that week.
- To ensure that Health and Safety responsibilities are carried out in accordance with the Department's Health and Safety Policy and Procedures.
- To communicate in a respectful, sensitive and polite manner always.
- To ensure a high quality Reablement Service is facilitated to customers within their own homes.
- To undertake any additional duties as required by your line manager or Warwickshire County Council Social Care and Support People Group.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have 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 communication skills, both verbal and written and effective listening skills	A, I
Familiarity with standard IT software such as Microsoft Office and email	A, I
A positive approach to work with the ability to work under pressure, to be calm and resilient	A, I
Willingness to undertake training to gain new skills and up-date working practices	A, I

A positive attitude towards working in a team and with customers	A, I
Mobility essential. Able-bodied applicants must be able to drive, have a full driving licence, use of own vehicle for work purposes and business insurance. Disabled applicants should be able to perform the job with aid, where necessary	A, I, D
A Commitment to anti-discriminatory practice in employment and service provision All staff must take personal responsibility for implementing the Departments Race Equality Strategy	A, I
Satisfactory completion of an enhanced check through the Disclosure and Barring Service (this will be taken up if offered the post)	D
Excellent interpersonal skills, including the ability to motivate customers to maximise their independence	A, I
Able and willing to work flexible hours, including weekends and evenings when necessary	A, I

Desirable Criteria

Assessed By:

A keen interest in the career pathway enabled by this apprenticeship	A, I
Any previous work experience in a working with people / care type of role	A, I
Evidence of self-development, for example participation in extra-curricular activities such as Duke of Edinburgh Award, the Cadets, National Citizenship Service, or charity work	A, I
Knowledge of and interest in working for Warwickshire County Council and/or public services	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 checked="" 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 checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input checked="" type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input checked="" 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 type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	