JOB PROFILE

Post Title: Modern Apprentice Social Care Worker - Community Care Resources & Adult Services (Learning Disability and Autism)

Post No: GENERIC

The purpose of the job is to learn how to attend to the physical, social and emotional needs of people in their own homes and/or in a residential, supported accommodation, short break or day-support setting. To learn how to provide person-centred support in accordance with relevant legislation and guidelines.

Modern Apprentices must apply for and maintain registered status with Scottish Social Services Council, **the registering body for the period of their employment.**

In accordance with the Scottish Social Services Council (SSSC); all Social Work Service workers must adhere to the following Codes of Practice: https://www.sssc.uk.com/knowledgebase/article/KA-02412/en-us

The SSSC have a Continuous Learning Framework and the Modern Apprentice should be aware of its content https://lms.learn.sssc.uk.com/

The Modern Apprentice will, over a two year period, complete an SVQ in Social Services and Healthcare at SCQF level 6 and gain practical experience.

Through education, training and work experience the Modern Apprentice will develop skills, abilities and competency in order to carry out the following duties:

1. Provide support, under guidance, to individuals according to their assessed need identified in their support plan.

2. Contribute to writing, monitoring and evaluating support plans with respect to individuals identified needs.

3. Keep records and communicate using electronic systems e.g. word and email.

4. Work as part of the team and learn how to focus on outcomes for people following best practice guidance.

5. Learn how to promote equality of opportunities and non-discriminatory practice.

6. Follow adult and/or child protection procedures, raising any concerns with senior staff.

7. Prepare and provide agreed individual and/or group activities.

8. Following training and competency assessment, administer medicines in line with relevant policy and procedures.

9. Learn how to support people to engage in positive relationships.

10. Participate in regular supervision and work related meetings.

11. Show a self-directed approach to learning, development and continuous improvement.

12. Undertake learning and development of practice in line with best practice guidance as identified through Continuous Conversations.

13. Work safely within organisational and legislative requirements; this will include fire safety and infection control measures.

14. Communicate with colleagues, individuals and their family members in a professional, courteous and respectful manner and adhere to confidentiality guidelines.

15. Undertake any domestic duties and food preparation as required.

The Modern Apprentice will be required to work shifts on a rota system and work flexibly to meet the needs of customers in a 24 hour service.

The Modern Apprentice will be provided with a range of core/mandatory training to support them to carry out their role and complete their qualification.

The Modern Apprentice may be offered the use of a Council vehicle for at work travel purposes, subject to licence, and relevant training where required.

From time to time, the Council may require the Modern Apprentice to undertake duties outside those specified.

Allowances: These will vary according to workbase and will be detailed on the written confirmation of employment.

PERSON SPECIFICATION

Post Title: Modern Apprentice Social Care Worker - Community Care Resources & Adult Services (Learning Disability and Autism)

Post No: Generic

This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment & selection process we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **Excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's Values, please visit the Shetland Islands Council's website and search for 'Our Values'

Additional post specific attributes are set out below;

	ESSENTIAL	**DESIRABLE**
Personal Features/Qualities	Demonstrates compassion and consideration of the rights of other people Flexible and adaptable to the needs of the service Honest, reliable/dependable	
Relevant Experience		Some experience of helping or providing informal care to a family member or neighbour for example Some experience of carrying out tasks without supervision Some experience of being part of a team

Education	Possession of a National 4 in English (or equivalent qualification) and/or Evidence of the ability to communicate effectively eg. good interpersonal skills, fluent spoken and written English	
Skills, Abilities and Knowledge	Ability to maintain confidentiality Good ICT skills Physically fit	A basic understanding of equal opportunities and anti-discriminatory practices

Allowances: Distant Islands Allowance
Evaluated Grade: MA
Date of Evaluation: -
PVG Membership: Adults
Disclosure Check: -
Date of Last Amendment: 21/06/2023