

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area:** Adult Care & Community Wellbeing

**Job Ref Number:** 03004

**Service Area:** Learning Disabilities - Day Opportunities

**Grade:** 1

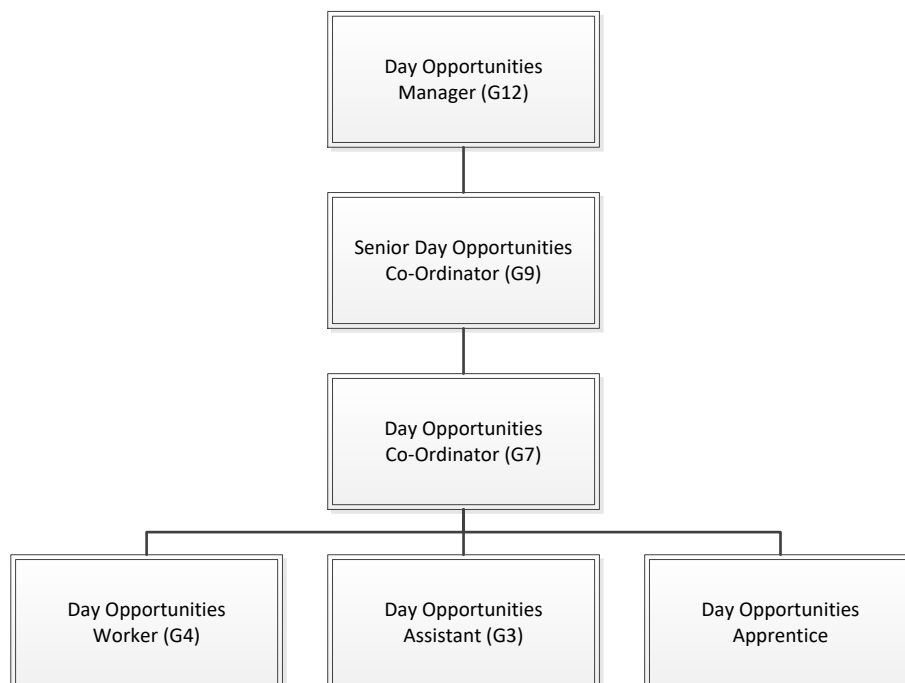
**Job Title:** Day Opportunities Apprentice

### PURPOSE OF JOB:

The Day Opportunities Apprentice position is intended to offer on-the-job training while the post holder undertakes relevant tasks to assist and deliver related activities within a Day Opportunities Team, following an approved programme of professional education and development within an adult social care environment.

The post holder will support the work of senior staff by participating in and contributing to the delivery of services and projects allocated to them, working as part of a team, under the supervision of the Day Opportunities Co-ordinator, participating in supporting people with Learning/Physical Disabilities, Long Term Conditions or Adult Frailty, helping them to reach their full potential and improve their quality of life.

### TEAM STRUCTURE:



### MAIN DUTIES:

- |   |  |
|---|--|
| 1 | To help people who use the Day Opportunities Service to make everyday choices, be independent and to achieve and maintain a good quality of life.                    |
| 2 | To assist in providing support to people who use the Day Opportunities Service to meet their personal care needs, respecting their dignity and privacy at all times. |
| 3 | To work towards appropriate care qualifications.   |

4	To work flexibly to meet changing needs of the people who use the Day Opportunities Service as agreed with senior staff.
5	To work, under the supervision of the Day Opportunities Co-ordinator and, as appropriate, the direction of Day Opportunities Workers/Assistants, in support of people who use the Day Opportunities Service to enable them to take part in and contribute to their local community.
6	To help people who use the Day Opportunities Service remain safe and free from harm, working within the Directorate's and Council's safeguarding policy and procedure.
7	To maintain accurate records, in compliance with data protection legislation and in accordance with the Directorate's requirements and the Council's information governance requirements.
8	To behave professionally at work, in a way that projects a positive image of the County Council and upholds its values.
9	To participate in supervision, appraisals, team meetings and reflective practice.

#### PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Enhanced DBS	A/I	✓	
A willingness to gain knowledge and skills relating to the role and duties within the job description. In particular how to support people with disabilities with personal care and help them to make everyday choices, be independent and enjoy a good quality of life.	A/I	✓	
A willingness to help provide personal care and undertake practical cleaning tasks.			
A willingness to learn about Adult Care.	A/I		✓
A genuine desire to form positive supportive relationships with people who use the service.			
Ability to develop an understanding of social care policy and statute.	A/I		✓
Ability to follow policy and procedure and to take guidance from more senior staff.	A/I	✓	
A willingness to develop interpersonal communication skills.	A/I	✓	
Be flexible, and show potential to use own initiative.	A/I	✓	
Follow support plans, work in a person centred way to ensure the	I	✓	

outcomes in support plans are met.			
Be prepared to learn about moving and handling safely including the use of hoist, other adaptations and pushing a person in a wheelchair.	A/I		✓
Knowledge of or willingness to learn basic I.T. skills.	A/I	✓	
Ability to work as part of a team and unsupervised for short periods.	I	✓	

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.