



Job Outline
Adult Services

Job Title	Apprentice Care Assistant	Post No.	
Responsible to	In-House Quality Assurance Manager	ERYC Grade	60% Grade 3

Overall Purpose: To undertake the apprenticeship standard L2 Adult Care Worker and assist in providing a range of care services and intervention to referral service users with complex and/or specific needs to enable service users to achieve and maintain optimum independence and quality of life in the community or in residential care.

Principal Accountabilities	
1.	To assist in the provision of day care to clients within a multidisciplinary framework. This includes clients with learning disabilities, mental health problems, physical disabilities and vulnerable adults.
2.	Co-operate with other staff working as a member of a team in order to implement Care Plans.
3.	To assist in attending to the physical needs of the clients, involving bathing, dressing, toileting, assistance at meal-times and other personal needs where necessary and to give helpful advice and encouragement to clients who wish to perform such tasks for themselves.
4.	Social duties for example, talking with service users, helping service users maintain contact with family, friends and the community, assisting with shopping and recreation.
5.	Help each individual to overcome any fears and to enjoy the facilities provided, and regain or retain their own independence as far as possible by sympathetic listening and talking.
6.	To work with in Departmental policies and procedures.
7.	Participate in appropriate training, staff development and Quality Assurance.
8.	Performs other duties which reasonably correspond to the general character of the post and are commensurate with its level of responsibility
	In this role you are required to speak English with sufficient fluency to effectively perform your duties, as required by Section 42 of the Immigration Act 2016.

	<p>The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.</p>
	<p>The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.</p>
	<p>The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.</p>



Employee Specification

Post Title: Apprentice Care Assistant

ERYC Grade: 60% Grade 3

Essential Criteria

- Is committed to work towards (and does not already hold) the Level 2 apprenticeship standard Adult Care Worker and be willing to undertake further training.
- Willingness to work in a caring/social work environment and able to undertake the duties described in the job outline.
- Basic awareness of Health and Safety issues relevant to the post.
- Treats customers with respect, gives the customer confidence in what they have done/said.
- Is clear thorough and accurate, and able to think creatively to solve problems.
- Embraces change and adopts a can do attitude.
- Had good organisation skills
- Is a team player
- Ability to deal with issues of a sensitive nature relating to working with people with a variety of medical problems
- An ability to fulfil all spoken aspects of the role with confidence through the medium of English. Listens to understand. Builds rapport. Delivers information clearly with good interpersonal and diplomacy skills.

Desirable Criteria

- Has a good standard of education – minimum of 2 GCSEs (A - C) or equivalent in English and Maths
- Delivers information clearly, listens to understand.
- Uses technology effectively.
- Thinks ahead and suggest improvements.