

Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council

Pecyn Gwybodaeth i Ymgeiswyr Candidate Information Pack



www.rctcbc.gov.uk/Recrwtio
www.rctcbc.gov.uk/Recruitment

JOB DESCRIPTION

Temporary Apprentice Social Care Worker

Post Reference Number: TBC

Date of Job Description: November 2020

Salary and Grade	National Minimum Wage
Location	Ty Elai
Group	Community & Children's Services
DBS Required	Yes – Enhanced including barred lists

Why have an Apprenticeship with RCT Council?

RCT Council's award winning Apprenticeship Scheme has been running since 2012. In that time we have employed over 200 apprentices across a variety of services.

During an Apprenticeship with RCT, you will work alongside experienced Council Officers, gaining job-specific knowledge and skills. Apprenticeships mix on-the-job training with classroom learning. They provide you with the skills you need for your chosen career that will also lead to nationally recognised qualifications. As an Apprentice you will earn while you learn, we pay National Minimum Wage.

RCT Council Apprentices also have access to a wide range of staff benefits which include:

- 25 days Annual Leave
- Cycle to Work Scheme
- Discounted LeisureForLife Membership
- Vectis Card (staff discount)
- Technology Purchase Scheme

To find out more about RCT Council's Apprenticeship Scheme and how to complete our application form visit our platform via the following link: [Apprenticeship Scheme](#)

Purpose of the post:

To work as a Social Care Worker Apprentice in a supported learning environment to develop the skills and knowledge to achieve the Level 2 Health and Social Care (Adults) Qualification.

As directed by senior staff to work across adult services, within people's homes, residential care and community settings, with a range of individuals who have care and support needs and their carers

What you will deliver:

Under the guidance and supervision of suitably trained staff, the apprentice will develop skills and abilities:

To undertake a development programme leading to the completion of the All Wales Induction Framework for Health and Social Care and achievement of the City & Guilds/WJEC Level 2 Health and Social Care (Adults) award.

To attend training days and participate in development activities as required by the Division and the learning provider.

To undertake rotational placements across Adult Services to include domiciliary, day services and residential care provision.


To participate in a rota, including working shifts and across services which run for 365 days per year.

To work with individuals in a person-centred way that promotes equality, inclusion and which respects diversity.

Working with social care colleagues, to an agreed plan, and contribute to supporting individuals to maximise their decision-making and control over their lives and achieve what matters to them.

To assist in delivering a range of tasks, which can include assisting individuals with personal care and practical activities, undertaking domestic tasks and supporting a person's social and emotional wellbeing.

To work as part of a team and with colleagues from across health and social care services.



As directed and supported by senior staff complete relevant records with accuracy, a relevant level of detail and in a timely manner, and contribute to care and support assessment, planning and review process as appropriate

Take responsibility for being aware of and adhering to relevant council and national standards, codes of practice, policies and procedures to include Health and Safety, Manual Handling, Code of Professional Practice for Social Care and Wales Safeguarding Procedures.

To draw attention to any concerns relating to the care and support and protection of individuals you are working with, in line with safeguarding procedures.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

***Protecting Children and Vulnerable Adults is a core responsibility of all staff.
All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Experience:

Essential	Desirable
Essential will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills	Desirable On the levels please refer to the Welsh Language Skills Guidance Online Experience in providing care and support to a person/people of all ages with an illness and or a disability
Requirement to undertake the City and Guilds/WJEC Level 2 award in Health and Social Care (Adults) and to register with Social Care Wales	Knowledge of essential values that underpin practice in social care.

What skills you will use in the workplace:

Competency	Community & Social Care Competency Framework
Competency Areas	Competency behaviours and values
Earning Service Users Trust	Respects Service Users individuality, feelings and beliefs, their rights to privacy and to make choices Is person centred and empathic in responding to individuals' emotional and psychological wellbeing
Communicating Effectively	Is always polite and courteous, speaks clearly Actively checks their own understanding of what others have said Produces clear, accurate and up to date reports and records
Achieving Results	Demonstrating professional competence and consistently delivers high-quality outcomes
Complying with Health & Safety	Is aware of all relevant health & safety procedures Always reports any risks or incidents to the correct people
Encouraging Professional Development	Is open to alternative methods of development e.g. training, coaching, reading, mentoring, experiential learning Is committed to learning and development

Special Conditions and Professional Requirements

To complete the Apprenticeship Framework and undertake any other training relevant to the role including coaching from a supervisor and on the job training.

To sign a learning contract with the training provider/college and adhere to the agreement.

Ability to travel independently in line with the requirements of the post and any training required.

The ability to work in accordance with the Service Users needs including unsociable hours and weekends.

Ability to work flexibly, as dictated by the needs of the service and as part of a team.

Registration as Social Care Worker with Social Care Wales.