



## **JOB DESCRIPTION**

<b>POST:</b>	Apprentice Support Worker
<b>LOCATION:</b>	North West, Cheshire
<b>RESPONSIBLE TO:</b>	Service Co-ordinator (or nominee)
<b>DBS CHECK:</b>	Subject to Child and Adult Workforce Regulations

### **JOB PURPOSE:**

To improve the lives of people using our services by providing direct support services to individual or groups of individuals. This includes being a point of contact with Referring Agents and Partnership Agencies to ensure effective liaison arrangements with respect to individual support are continued and enhanced.

### **KEY RESPONSIBILITIES**

#### **DELIVERING SERVICE:**

- Work with clients offering supported opportunities for them to improve their quality of life, develop their skills and make decisions about their future
- Within P3's policies and style of operation - this will include tasks and day to day decision making relating to:
- Providing general practical and emotional support to clients in order to promote their independence and recovery
- Responding appropriately to chaotic and challenging behavior to promote the well-being of clients and staff
- To undertake training e.g. through attendance at formal courses
- Providing an effective and responsive supportive service
- Liaise with Referral Teams/Agencies regarding vacancies and referrals.
- Participate in the staff team's provision of individual support and needs assessment, including risk assessment, advice, emotional support and practical assistance.

- Participate in assessing and reviewing future housing and support needs, and in identifying and coordinating internal and external services and referrals in response to these.
- Keep appropriate records of interventions with clients and inform other staff of relevant issues.
- Facilitate regular consultation and action to enable clients to make decisions concerning their resettlement options with a view to independent living.
- Assist in arranging appointments with the relevant professionals e.g. Social Workers, Probation Officers and Medical Staff.
- Encourage client involvement in the development and operation of the service, facilitating appropriate consultation and participation..
- Provide a non-specialist support service with regards to prompting clients (where appropriate), to take prescribed medication on a day to day basis.
- Where necessary prompt and encourage clients in relation to personal hygiene and personal appearance.
- Share responsibility for the effective use of information systems and procedures regarding clients and other records, eg finance and staff communications.

## **TEAM WORK**

- Be a member of the staff team working to provide a safe, sound and supportive environment.
- Participate, with other staff, in providing a broad range of activities and services (which take into account individual clients circumstances and preferences) aimed at enabling clients to live with reducing levels of support when appropriate.

## **HOUSING MANAGEMENT AND QUALITY**

- Help keep the properties/project functioning, clean and in good repair, including:
  - Making arrangements for repairs;
  - Dealing with disputes between clients
- Assist in ensuring effective housing management including:
  - Ensuring that rent arrears policies are administered according to the needs and capabilities of clients and they are advised and assisted to claim welfare benefits as appropriate.

- Monitoring and ensuring the prompt notification of vacancies, preparation of empty units, and investigation of possible abandonment's, so that voids are minimized.
- Monitoring and ensuring that rent and service charges are paid regularly and accounted for in the proper manner.
- Ensuring that the inspection of rooms/properties and undertaking of minor repairs take place where possible, and making appropriate arrangements to deal with all other repair and maintenance issues within agreed timescales, and in accordance with tenancy agreements and management agreements.
- To liaise appropriately with partner Landlords and Contractors to ensure that planned and day to day maintenance works are identified and carried out with appropriate timescales.
- Work with clients to ensure skills are in place to maintain tenancy.
- Deal with complaints in accordance with P3's agreed procedures.
- Ensure service meets the quality agenda as set out by Local Authority and continually strive to improve service delivery
- Share responsibility for good health and safety practices, including participating in fire drills and risk assessments, reporting to line-management any matters of concern and attend health and safety training.
- Ensure effective liaison with the Health and Safety Officer wherever necessary.

## **DEVELOPMENT**

- Undertake the Staff Induction Program, and assist, as requested, in the induction and training of new staff, students and volunteers.
- Participate in staff meetings, supervision meetings, training, team development sessions and other meetings as required, reporting back to the team as appropriate.

## **DELIVERING EQUALITY**

- Foster the equality, diversity and rights of others by ensuring people are respected and valued as individuals
- Promote the rights and needs of people who use P3 services in the community.
- Work within the framework of P3's equality and diversity policy at all times.

## OTHER

- Undertake such other duties and specialisms, as may be required from time to time to maintain or enhance P3's services.
- The employee may on occasions, and in necessary circumstances, be called upon to undertake work in other locations in order to ensure P3's obligations to clients are fulfilled.
- Undertake all duties in accordance with all P3 policies and work towards their continuing development and implementation.
- Commitment to ensuring safeguarding training is relevant and current and safeguarding procedures when necessary are adhered to.

All job descriptions are subject to periodic review.

This job description covers the range of duties required. It is P3 policy to, wherever possible, reach agreement on changes, however if this is not possible, P3 reserves the right to change the job description in line with the needs of the organisation.

**P3  
PERSON SPECIFICATION**

**Apprentice Support Worker**

	<b>Essential</b>	<b>Desirable</b>
<p><b>Values</b> Must be able to demonstrate the following values;</p> <ul style="list-style-type: none"> <li>• Recognise and value all aspects of equality and diversity</li> <li>• Understanding of and commitment to the importance of accessing training, learning and development opportunities</li> <li>• Understanding of those who use our services being enabled to have greater opportunities to exercise their rights</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Some experience in business or general administration</li> <li>• Some experience of dealing with clients enquiries on the telephone.</li> </ul>		<p>✓</p> <p>✓</p>
<p><b>Knowledge and Understanding</b></p> <ul style="list-style-type: none"> <li>• Good level of knowledge and understanding regarding information technology</li> </ul>	<p>✓</p>	
<p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Must have ability to and be prepared to use computers for: <ul style="list-style-type: none"> <li>• E-mail</li> <li>• Word processing</li> <li>• Database</li> <li>• Powerpoint</li> </ul> </li> <li>• Good telephone skills</li> <li>• Good verbal and written communication skills</li> <li>• Ability to communicate effectively with all members and level of staff</li> <li>• Good time management and organisational skills demonstrating the ability to remain focused</li> <li>• Ability to organise and prioritise own workload</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

<ul style="list-style-type: none"> <li>• The ability to produce clear, concise and accurate work with an attention to detail</li> <li>• Ability to work as part of a team and also use your own initiative</li> </ul>	<p>✓</p> <p>✓</p>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• There must be substantial evidence of commitment to personal and career development relevant to the post.</li> <li>• To undertake a Level 2 Adult Care Worker</li> <li>• GCSE Maths and English grade C and above OR a willingness to study functional skills level 2</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	