



PERSON SPECIFICATION - APPRENTICE SUPPORT WORKER

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<b>Main Purpose:</b>	To assist the people we support to lead as active and independent lives as possible by providing person-centred care.
<b>Responsible to:</b>	Senior Support Worker / Manager
<b>Salary:</b>	£4.15 per hour for the first 12 months. National Minimum Wage thereafter.
<b>Hours:</b>	35 hours per week (on the job training)
<b>Our Vision</b>	<u>What we're working towards:</u> Our vision is for children, young people and adults with learning and other disabilities in Cumbria to live a fulfilling life, in the way they want and with the support they choose.
<b>Our Mission</b>	<u>How we will achieve our vision:</u> Offering high-quality care and support to people which is centred around individual needs, offers choice, and promotes independence;  Creating opportunities that people want through offering a diverse range of services which enable people to develop, achieve and reach their potential;  Employing good quality, suitable staff that we value and support because we recognise that a happy workforce does the best job;  Working with other organisations and our communities to promote understanding, equality of opportunity, and inclusion.
<b>Our Values</b>	<u>How we will behave:</u> Person-Centred Inclusive Positive

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**MAIN DUTIES**

**Person-Centred**

- To assist the people we support to maintain personal cleanliness, general hygiene and appearance in line with West House standards. This will include intimate care.
- To provide companionship and social stimulation.
- To always act in a professional manner in accordance with West House policies and procedures.
- To ensure you are up to date with, and adhere to new policies and procedures.
- To observe the confidentiality of information pertaining to the people we support.
- Respect the paramount right of the people we support to be treated with respect at all times.
- To assist in the delivery of care plans.
- To assist in the implementation, where appropriate, of management guidelines as agreed in a consistent manner.
- To assist in accurately recording behaviour using the specified systems and procedures.
- Ensure the highest quality of service provision at all times.
- Ensure adherence to the requirements of the Care Quality Commission and the relevant contractual obligations of any service agreement.
- Record accurate and legible documentation in respect of care plans on a daily basis.
- To report promptly to the management team any matter affecting the wellbeing of any person(s) we support.
- To learn about the needs of the people we support in the most appropriate way following all relevant policies and procedures.

**Inclusive**

- To participate in social/recreational/educational activities with the people we support and to take an active role in encouraging them to develop their own hobbies and interests.
- To help the people we support to maintain existing relationships and foster new contacts with members of the local community.
- To co-operate in any investigation instigated by the management team of West House.

**Positive**

- To communicate with people in a positive and non-threatening or demeaning manner.
- To operate as a valued member of the staff team, contributing positively and actively to the work of the team.
- Contribute to Supervision / Learning Reviews and be prepared to learn and improve professional skills.
- Prioritise tasks as appropriate
- Identify and report signs of poor practice or abuse.
- Escalate concerns/issues as appropriate.



**Examples of specific duties/tasks undertaken by an Apprentice Support Worker:**

1. Assisting with personal care tasks such as eating, dressing, washing, and toileting.
2. Assisting with food preparation and cooking.
3. Performing light housekeeping tasks such as dusting, vacuuming and changing bed linen.
4. Attending medical appointments where appropriate.
5. Administering medication (age dependant) in line with individualised care plans.
6. Arranging transport for outings.
7. Providing support, encouragement, and companionship by engaging in activities such as playing games, visiting places, taking walks and having conversations.
8. To attend and take an active part in staff meetings.

**Personal Qualities**

- To attend work reliably and punctually, wearing clean clothing and correct footwear.
- To ensure that a positive image of West House is promoted at all times and that any risks to the West House image or reputation is reported immediately.

**Training & Development**

Within the first 12 weeks of your apprenticeship period you will;

- Receive a structured induction comprising of Dignity, Safeguarding, Restrictive & Controlling Practices, Basic Care and Moving & Handling Training.
- Gain the ability to read, understand and contribute to care plans.
- Learn about Health and safety in the workplace.
- Complete all Statutory and Mandatory Training.
- Complete the Care Certificate - 15 standards.



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In addition, you will:

1. Work towards a Level 2 Diploma in Care (Standard) in conjunction with Lakes College West Cumbria.
2. Receive on-going training such as Epilepsy Awareness, Buccal, Dementia Awareness, DoLS, Skin Integrity, Dysphagia, GDPR, Infection Control, Health & Safety, First Aid, Medication, Mental Health/Capacity and much more.
3. Attend all training as required and be prepared to achieve qualifications appropriate to the role.

### **Apprenticeship**

- You will gain a nationally recognised Level 2 Adult Care Worker qualification.
- You will receive onsite training with Lakes College West Cumbria who will support and guide you throughout your Apprenticeship journey.
- Gain life skills.
- Gain confidence.

### **Health & Safety**

1. To be aware and adhere to the responsibilities of employees under the Health and Safety at Work Act 1974.

**Any other duties as may reasonably be required.  
This may include transfer to another location.**