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Post:	Danny's Dream Apprentice Personal Assistant		
Last Version Date:	N/A		
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Position: Danny's Dream Apprentice Personal Assistant

Hours: 35 hours per week (including 1 day at college)

Salary: Meets national minimum wage for apprenticeships

Length: 1 year fixed term

Reports to: Danny's Dream Deputy Manager

Base: Danny's Dream Club, Walker Street, Hull

Summary of Purpose


During this apprenticeship, the job holder will undergo an NVQ Level 2 in Health & Social Care and receive on the job the training, mentoring and support in order to be competent in all duties listed within this job description upon successful completion of the 1 year apprenticeship.

Danny's Dream offers a combination of home, leisure, health and domiciliary care and support to assist individuals with learning disabilities and /or complex health and social care needs. We offer a person-centred approach that respects difference and diversity and focuses on the needs of the individual, rather than one that is service-centred. We see the person first and not the disability. We use everyday language rather than jargon and we proactively search for can-do options that empower service users. As a fully qualified L2 Personal Assistant you will be expected to provide a full range of care and support that involves full personal care, administration of medication, safe transfers of service users, and support with other more specialised health care needs e.g. PEG feeding.

All Personal Assistants will be required to provide service users with a safe and dignified environment that demonstrates an appropriate level of choice and control and an effective duty of care. All Personal Assistants will be involved in offering person-centred thinking in the delivery of care and support to service users and in ensuring that the service user is always assisted to carry out self-help tasks to maximise independence as far as is possible.

All Personal Assistants will work with the management team to ensure Care Quality Commission essential standards of quality and safety are upheld and that respect is given to the cultural and social values and beliefs of individual service users.

Main Duties/Responsibilities

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- To work towards the learning objectives of the Apprenticeship Programme
- To meet all targets and objectives in the Individual Learning Plan

To ensure that service users:-

- Have care and support that meets CQC essential standards of quality and safety that respects their privacy, dignity, and independence and protects their human rights
- Have a quality and person-centred service experience which places and involves them at the centre of all activities.
- Have effective safe and appropriate care and support that adheres to their individually agreed care plan and that meets their individual needs and protects their rights.
- Are supported to have adequate nutrition and hydration.
- Are supported to have their medicines at the times they need them, and administered in a safe way.
- Are cared and supported for in safe and accessible surroundings that promote their well-being.
- Are protected from abuse, or the risk of abuse, and that their human rights are respected and upheld.
- Have their views and experiences accounted for in the way our service is provided and delivered.
- Are encouraged to be an active part of their community in appropriate settings
- Are encouraged to have an active involvement in the delivery of their care and support and setting.
- Are enabled to care for themselves wherever possible.

Other Main Duties/Responsibilities:-

- A good working knowledge of the care and welfare needs of the individual you are caring for / supporting as contained in their individual file and care plan.
- Light household tasks as required for example washing up, changing bedding, laundry, tidying personal belongings, basic food preparation etc.
- Managing time efficiently and effectively for the benefit of the individual service user.
- Maintain and respect confidentiality at all times, except where management need to be kept informed to ensure the care, support and protection of both the service user and the personal assistant; safeguarding or matters of wider public interest.
- Ensure reliability and punctuality.
- Ensure knowledge of and adherence to all internal policies and procedures and the Danny's Dream Code of Conduct.
- Assess and record any Best Interest decisions as appropriate.
- Follow systems in place regarding service user consent to their care and treatment.
- Ensure adequate knowledge and compliance with all Risk Assessments, e.g. of fire, manual handling, medication, behaviours that challenge and all risk and emergency procedures. Be aware of all known, and report any un-noted, risks and hazards to the Registered Manager.
- Provide clearly written and concise reports in the service users' report book/diary/log as necessary.

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- Complete all mandatory training to undertake the role, and any other training/staff briefings that may be required.
- Collaborate and co-operate with co-ordinator/manager who will visit you in the workplace and provide supervision and support.
- Attend staff meetings / supervision and other specified staff briefings when requested to.
- Report any relevant changes of the individual's conditions to the Registered Manager.
- Report any accidents or adverse incidents involving you or service users to the Registered Manager.
- Share a collective responsibility for the prevention and control of infection at work
- Pass on any complaints or comments that should be noted, or require action to the Registered Manager.
- Seek guidance from Registered Manager for any personal work related problems.
- Act as a role model for new staff.
- Do not give medication unless trained to do so. Always work in accordance with the Administration of Medications policy, the care plan and MAR instructions. Ensure that planning for activities is well organised and that transportation complies with GDT risk assessment procedures.
- ID badge and fully charged mobile phones with credit available (to be provided on request in accordance with lone working policy) to be carried at all times.

General

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility


The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.

The post holder must be flexible to ensure the operational needs of GDT and partnership organisations are met. This includes undertaking duties of a similar nature and responsibility as and when required.

GDT is committed to safeguarding and promoting the welfare of every child, vulnerable adult and service user and expects all staff and volunteers to share this commitment and participate in training as required. The post holder shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination and will be expected to promote and follow all current Goodwin Development Trust policies and procedures.

It is GDT's policy that all staff, volunteers and trustees must undergo a Criminal Record Bureau (CRB) check prior to recruitment and every 3 years thereafter.

The Health & Safety at Work Act (1974) and other legislation places responsibilities for Health & Safety on all employees. Therefore, it is the post holder's responsibility to take

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reasonable care for the Health and Welfare of him/herself and other employees in accordance with legislation and GDT specific Health & Safety policies and procedures. It is the responsibility of the individual to inform the Health & Safety Department and their line manager (In Strictest Confidence) of any health related issues which could affect their work duties and require measures to be implemented to ensure the postholder can carry out their duties safely.

Where the post holder is disabled every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If however, a certain task proves to be achievable then job redesign will be given full consideration.

It is the responsibility of the individual to inform the Health & Safety Department (In Strictest Confidence) of their medical history and any changes which could affect their work duties.


Person Specification

Technical Competencies (Experience and Knowledge) (Please also include here qualifications required to carry out the role)		Essential (E) or Desirable (D)
T1	A keen interest to work in a caring profession and gain skills associated with the profession such as patience, respect, compassion, understanding dignity etc.	E
T2	Willingness to achieve a Level 2 qualification as part of an apprenticeship framework	E
T3	Willingness to undertake further training to meet the needs of the Service, service users and for professional development	E
T4	Flexible and adaptable to meet the needs of the Service, service users and their families. Ability to work outside of office hours, including weekends, and nights	E
T5	Willingness to gain a working knowledge of Safeguarding Vulnerable Adults protocols and procedures	E
T6	An understanding of confidentiality and data protection in respect of service user records	E
T7	Basic numeracy, literacy and IT skills	E
T8	Ability to communicate effectively and efficiently with base office and service users as required	E
T9	Ability to commute efficiently and effectively between bases and service users homes	E
T10	Working knowledge of health and safety procedures, including lone working procedures	E

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T11	Sign up to the Code of Conduct for Healthcare Support Workers in Adult Social Care Workers in England	E
T12	Learning Disability Qualification	D
T13	Working knowledge of Safeguarding Children protocols and procedures	D
T14	Safeguarding Children Level 2 Training	D
T15	Safeguarding Vulnerable Adults Training	D
Core Competencies		Basic numeracy, literacy and IT skills
C1	Ability to communicate effectively and efficiently with base office and service users as required	1
C2	Ability to commute efficiently and effectively between bases and service users homes	1
C3	Working knowledge of health and safety procedures, including lone working procedures	1
C4	Change Orientation	1
C5	Report Writing	1
C6	Influencing, Persuasion and Negotiation Skills	1
C7	Communicating	1
C8	Customer & Client Service and Support	2
C9	Leadership & Management	0
C10	Team Work	1
C11	Creative and Strategic Thinking	0
C12	Financial Management	1
C13	Equality & Diversity	2
C14	Working Restoratively	2
C15	Health & Safety Knowledge & Experience	2

Mandatory Training Relevant to the Role (Training will be provided)


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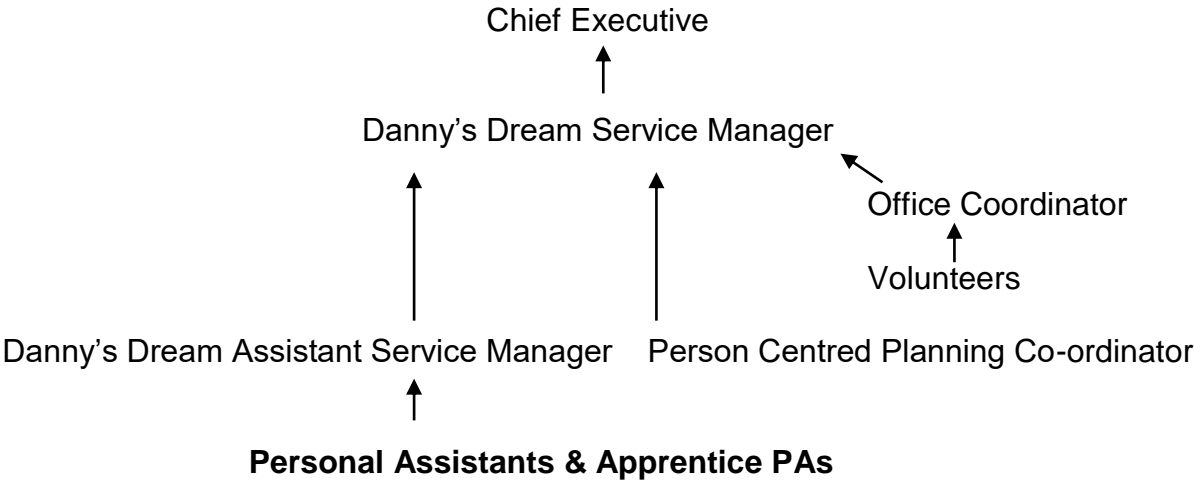
Training	Essential	Desirable	N/A
Administration & Management of Medicines		X	
Autism Awareness		x	
Basic Life Saving		x	
Common Induction Standards (skills for care)	X		
Confidentiality & Data Protection	X		
Conflict Management (Managing Aggression & Violence)		X	
Customer Services Training		X	
Deprivation of Liberty safeguards and principles		x	
Drugs & Alcohol Awareness		X	
Emergency First Aid at Work		x	
Epilepsy Awareness		x	
Equality & Diversity Awareness	X		
Fire Extinguisher Training			X
Fire Safety Awareness / Fire Marshal Training		X	
First Aid at Work Appointed Person		X	
Food Hygiene Preparation Awareness / Food Safety		x	
Health & Safety Awareness	X		
Health & Safety COSHH		X	
Health & Safety IOSH Directing Safely			X
Health & Safety IOSH Managing Safety			X
Infection Control (done as part of induction)	X		
Internal Verifier Trainer			X
ITQ Level 1 (IT Qualification)			x
ITQ Level 2 (IT Qualification)			X
L2 sector specific qualification			
Lone Working Procedures	X		
Manual Handling (Handling & Moving)		x	
Mental Capacity Act	X		
Mental Health First Aid		X	
Moving and Handling with Hoist	X		
Moving People Safely	X		
Paediatric First Aid (Early Years)			X
PEG /Gastrostomy training		x	
Performance Review Training			X
Restorative Practice (Introduction & Effective Circles)			x
Safeguarding Adults	X		
Safeguarding Children (if working with children)	x		
Train the Trainer			x

Department Structure

Board of Directors



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Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the job description will be revised from time to time and GDT will consult with the post holder at the appropriate time.

Version No:		Version Effective Date:	
Name employee:			
Signature:		Date:	
HR Department:			
Signature:		Date:	