Support Facilitator (Independence at home)  
Apprentice Grade 6

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious, and sustainable county, where everyone has the opportunity to prosper, be healthy and happy

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish, and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

Staffordshire County Council are a provider of regulated and non-regulated social care services for adults. Known internally as ‘Provider Services’, our mission is to provide opportunities and choice so that individuals can thrive, and our vision is to be leaders in creating a future where people with complex needs can thrive.

Provider Services are a CQC regulated provider with services including residential care homes, bed-based respite, supported living and home care. In addition, we offer centre-based and community-based support to provide the people with opportunities for meaningful activities and outcomes so they can live their best life.

All posts within these services are subject to an enhanced DBS check.

Reporting Relationships

Responsible to: Care Coordinator

Responsible for: NA

As an Apprentice Support Facilitator, you will develop skills in person-centred care and support in peoples’ homes with an innovative and flexible approach improving overall health and wellbeing and promoting independence.

Key Accountabilities:

This job description provides an indication of the main duties involved in supporting individuals mainly in their own homes but is not intended to be an exhaustive list of tasks and duties.

**Person-Centred Care**

* Develop skills to provide individual’s personal care and support needs in line with their support plan and objectives, always respecting their dignity and privacy and maximising opportunities for independence and wellbeing.
* Contribute to the on-going assessment, development, delivery, and review of person-centered care and support to people who we support.
* Assist in the administration of medication in line with Departmental Policy and person centred protocols.
* Communicate and interact effectively with individuals, families, colleagues, and others creating positive relationships and supporting individuals to stay in touch with family, friends, and the community.

**Flexibility and Innovation**

* Respond flexibly and effectively to an individual’s changing needs, including being creative in supporting individuals to thrive.
* Suggest improvements and be proactive in the development of solutions and activities undertaken by the service.
* Embrace digital by using systems and technology to improve efficiency and services.

**Meeting Standards**

* Adhere to the requirements of Health and Safety legislation and departmental policy. Follow infection prevention control procedures, including the correct use of PPE as required.
* Comply and work within current procedures in relation to safeguarding, liberty protection safeguards, the Mental Capacity Act and The Care Act 2014, and other appropriate regulations e.g., Care Quality Commission.
* Accurately complete digital and paper record keeping

**Other Duties**

* Undertake light domestic duties which may include, but is not limited to, laundry, cooking and food preparation.
* Undertake physical elements of the post including manual handling and use of equipment with appropriate training and guidance.
* Undertake travel to deliver services. A driving license will be necessary on completion of the Apprenticeship for the substantive role.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme\*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications**   * 3 GSCE including English * Willingness to complete the Care Certificate and obtain a driving license on completion of the Apprenticeship | A/I |
| **employer_small** | **Knowledge and Experience**   * Experience of working with people | A/I |
| **employer_small** | **Skills**   * Enthusiastic about working with people with care and support needs and strong commitment to our values * Able to work effectively with others * Verbal and written communication skills * Ability to remain calm in challenging situations * Ability to travel to cover work as allocated * Able to be caring, sensitive and patient while supporting people to be as independent as possible. * A positive outlook on life * Able to adapt and respond positively to change * Willing and physically able to support people with personal and intimate care needs * Effective interpersonal skills, including the ability to relate positively to the people we support * Literacy and numeracy skills * Physically able to undertake manual handling tasks * Able to work as part of a team * Able to prioritise tasks and work within time restraints * Information and communication technology skills   This post is designated as a casual car user.  The postholder will be expected to work flexibly across the week according to business need, with protected learning of a minimum of 6 hours per week.  The postholder will be expected to work flexibly across Provider Services, including different care settings, delivery approaches, and locations across the county. | A/I/T |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**