

# PERSON SPECIFICATION AND ROLE DESCRIPTION

Job Title:	SDF Trainee
Salary:	£12.60 per hour <b>£13,514</b> over the 39 week duration of the course
Hours:	Fixed term contract of 27.5 hours per week Contract duration of 39 weeks (Starting May 2025) 3 days per week placement, and 2 day per week study/learning)

## PERSON SPECIFICATION

### Essential Criteria:

- Personal lived or living experience of own substance use
- Readiness to progress in to paid employment.
- The ability to commit to the project.
- Ability to communicate effectively with range of people
- Must have a basic standard of literacy skills.
- Must be enthusiastic.
- Must be punctual and committed.
- Ability to identify own professional development and training needs.
- A genuine interest in working in the social care field.
- No recent convictions as evidenced by an enhanced disclosure/membership of the PVG Scheme.

As part of the pre-employment recruitment checks for this post, the successful candidate will be required to gain/maintain Protection of Vulnerable Group Scheme membership. Support with this will be provided.

In addition, the post holder would be required to empathise with the aims and objectives of SDF, work as part of the SDF team, and participate fully in the wider work of the organisation.

## ROLE DESCRIPTION

To take part in the training programme, this will include both practical work experience and competence-based assessment of work practice by SDF's SVQ Team. To work as directed by the placement agency and to attend learning, training and support sessions as required. To submit all assignments on time and to carry out all duties assigned in a reliable manner, appropriately representing SDF while on placement.

### The key tasks are:

- a. To report to and carry out any instructions agreed with the course coordinator.
- b. To attend placement as agreed.
- c. To work as directed by the placement agency.
- d. To comply with the procedures and protocols of the placement agency and SDF.
- e. To attend learning sessions as required.
- f. To fulfil all the requirements of the SVQ course including submitting all assignments on time.
- g. To attend all meetings of partners or participants in the course which are deemed necessary.

In addition the trainee would have the following crucial role:

**Willing to learn and to fulfil the requirements of an entry level worker in a social care agency and to assist in the practical implementation of these duties.**

This **may** include, along with other duties:

- a. Engaging in the service user assessment process.
- b. Following individualised programmes of care with service users using a care planning system.
- c. Assisting in planning, implementing, monitoring and evaluating programmes of care with service users.
- d. Providing a variety of interventions including key working, counselling, and group work.
- e. Challenging service users attitudes and behaviour.
- f. To be responsible for all aspects of physical and emotional social care of service users.
- g. Co-ordinating a variety of resources, internal and external to the project, to assist in meeting service user needs.
- h. Actively researching and engaging resources in the community as appropriate.
- i. Working as part of the staff team and maintaining good communication within it.
- j. Developing and maintaining links with external agencies, as appropriate.
- k. Attending relevant meetings with external agencies, as required, in relation to the service user's programmes of care.
- l. Preparing service users for admission to the service.
- m. Assisting service users to live independently on return to the community.
- n. Identifying and addressing drug, alcohol and related issues for service users.
- o. Producing clear and accurate verbal and written reports as necessary.
- p. Participating in the ongoing development of the service, through contributing to project reviews and evaluation meetings.

### **Other responsibilities**

- a. To take responsibility, with other senior management and staff, for ensuring that the organisation's operational policies are observed.
- b. To carry out other duties as requested by senior staff which are appropriate to this post.
- c. Establish good professional relationships with others.
- d. Participate in support and supervision arrangements including peer support sessions.
- e. Accept responsibility for participating in identifying own professional development and training needs as part of an ongoing process, and participate in appropriate programs to meet such needs.

### **Teamwork**

Teamwork is a vital aspect to the success of the National Traineeship and trainees are expected to:

- a. Take part in regular team meetings and peer support groups with colleagues when required by SDF and to take part in team meetings when requested by the placement agency.
- b. Participate in additional SDF activities where appropriate.

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Post holders will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively to changing business needs