**Job Description**

**Job Reference Number: BP0424HZ**

**Job Title**: PERSONAL ASSISTANT/CARER

**Reporting to**: The employer will be the mother of the gentleman being supported

**Location**:  PORTSOY

**Rate of pay**: 12.66 PER HR

**Hours of work**: Hours per week - 11 HRS PER WEEK (EG. 1 X 6 HRS/ 1 X 5 HRS)

**Nature of the job role**: TO SUPPORT THE GENTLEMAN IN HIS OWN HOME AND ENABLE HIS FULL TIME CARER (MOTHER )TO SPEND TIME AWAY FROM THE HOME AND RECEIVE RESPITE FROM HER FULL TIME CARING ROLE

**Main duties**: The position would involve some personal care, providing refreshments and companionship

**Training below will be offered and paid for by the employer:**

ALL TRAINING WILL BE PROVIDED BY THE EMPLOYER TO INCLUDE MOVING AND HANDLING TRAINING

**Annual Leave:**

28 days pro rata annual leave is paid. The employer does not recognise public holidays.

**Desirable:**

Caring, presentable, reliable and punctual.

**References and Protecting Vulnerable Groups (PVG) Scheme:**

A reference from 2 employers, one of which should be current or recent may be required. Employees may be required to register with the PVG Scheme.

**Cornerstone’s Self Directed Support Service exists to support people to employ their own Personal Assistants and/or purchase services using SDS Payments. As an organisation we are not the employer but merely assist people to recruit staff when required. If you are employed, your contract will be with the person in receipt of the SDS Payment and not with Cornerstone.**

# Person Specification

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| **Attributes**  | **Essential** **(The minimum acceptable levels for safe and effective job performance)**  | **Desirable** **(The attributes of the ideal candidate)**  |
|  |   |   |
| **Experience**  | Experience of working with adults/children with support needs, especially learning disability  | Experience of working with people in their own home     |
| **Education and Qualifications**  | Good standard of education  Willingness to undertake relevant training   |   |
| **Skills/Abilities specific to the post**  | Ability to:  * Communicate clearly and sensitively
* Use own initiative/self motivation
* Be flexible and adaptable
* Work independently or as part of a team
* Use a positive and supportive approach
 | Ability to:  • Form positive relationships with family  |
| **Inter-personal and social skills**  | Good communication skills  A sense of humour, happy disposition  |   |
| **Additional requirements for this post**  | Reliable  Good timekeeping  | Valid driving licence and access to a vehicle with business insurance   |