**Job Description**

**Job Reference: MB0222WE**

**The Employer**

The Employers will be the parents of the disabled boy who requires support

**Job Identity**

**Job Title:** Carer

**Location of Job**: Banchory

**Term:** Permanent, subject to a three month trial period

**Working Hours: 21.5 hrs per week**

**Monday to Friday**

**Mainly mornings and Evenings**

**Days and hours flexible to be discussed**

**at interview stage**

**Rate of Pay**

**£12.49 per hour**

**Job Purpose and Way of Working**

The aim of the job is to provide full assistance and support to the employer’s son. It is important to ensure that the employer’s instructions are followed and standards requested by the employer are maintained according to their directions.

**Main Duties:**

* Carry out all personal care needs including washing, toileting, teeth brushing, dressing.
* Transfer between equipment using hoist.
* Tube feeding & oral feeding
* Keeping supplies and surroundings clean and washed.
* Ensure physiotherapy and postural needs are met.
* Provide reassurance and companionship
* Preparing and administering daily medication.
* Ensure confidentiality at all times
* Liaise with family and other professionals according to employer requests
* Follow guidelines according to professional advice and following the care plan.
* Assist with any other tasks relating to the employer's requests.

**Supervision and reporting relationships**

Personal Assistants will be directed by and accountable to the employer. It is necessary to ask the employer what is required, observing their directions and requests. It is also necessary to respect the privacy of the employers and their family.

**Skills, abilities and desirable personal qualities**

Applicants must be reliable, physically able to carry out the caring role, trustworthy and passionate about understanding disabled people and their right to a full life.

**Training**

Full training will be provided and paid for by the employer. This will include Moving and Handling, First Aid, Epilepsy & Child Protection.

**References and the Protecting Vulnerable Groups Scheme**

A reference from 2 employers, one of which should be current or recent is required. Employees will be required to register with the PVG (Protecting Vulnerable Groups) scheme. Further information can be found at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

Cornerstone’s Direct Payments Support Service exists to support people to employ their own Personal Assistants and/or purchase services using Direct 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 Direct 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** | Previous experience not essential but must be able to demonstrate the qualities of a carer | Experience of working with disabled adults or children with medically complex needs. |
| **Education and Qualifications** | Good standard of education.  Willingness to undertake relevant study and training. | SVQ Level II |
| **Skills/Abilities specific to the post** | Ability to:  Communicate clearly and sensitively  Use own initiative/self motivation  Form and maintain good working relationships with family  Be flexible and adaptable  Use a positive and supportive approach | Ability to: |
| **Inter-personal and social skills** | Good communication skills  A sense of humour |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping | Valid driving license |