**Job Description Reference: CP0424SW**

**Job Title: Relief Family Support Worker -** (This role is to cover staff annual/sick leave can be covered by more than one member of staff)

**Reporting to: Employer, who is the mother of the two children**

**Location: Peterhead**

**Salary: £11.22 per hour - sleep over rate £55.99**

**Nature of the job role:**

To support the Mother in caring for her children, whilst they are in her care and to accompany them on outings/outdoor activities. To have an understanding and awareness of what it means to someone who has to rely on support to care for their children, due to physical challenges. To be able to allow mother to be in the parenting role.

Should have a young outlook to life, like to have fun, play games and take part in activities’ To allow the family the space where and when appropriate. Be able to help meal preparation as required . To ensure the children are supervised and safe in their home and at activities

Current staff member covers every alternative week, so would be looking for cover for the following shifts:

Sunday - 19.00 to 23.00 - sleep over

Monday - 07.00-09.00 drop to school - 19.00 - 23.00 sleep over

Tuesday - 07.00-09.00 drop to school - 19.00 - 23.00 sleep over

Wednesday- 07.00-09.00 drop to school - 19.00 - 23.00 sleep over

Thursday - 07.00-09.00 drop to school - 19.00 - 23.00 sleep over

Friday - 07.00-09.00 drop to school - 19.00 - 23.00 sleep over

Saturday 07.00 - 10.30 then 19-23.00 sleep over

Sunday - 07.00- 10.30 am

**Main Tasks:**

• Light household duties, including tidying up after the girls’ activities, as directed by the mother.

• Prepared meals snacks as required

• To take part in activities

• To have awareness, when family require space

• To allow mum to be a parent, but to support when required

• Be sensitive, respect the privacy and confidentiality of f personal information

• Work according to guidelines

• Any other duties consistent to the role and authorised by the employer.

**Supervision and reporting relationships:**

The Family Support worker will be directed by and accountable to the employer, who is the mother of the children. It is necessary to ask the employer what is required and to observe her directions and requests. It is also necessary to respect the family’s privacy.

Annual Leave: 28 days pro rata (5.6 weeks per calendar year).

**Training:**

Relevant training will be provided and paid for by the employer. Child Support& Protection First Aid Food Hygiene References

*Disclosure Scotland Check: 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)

**Role Speciation**

|  |  |  |
| --- | --- | --- |
|  | Attributes Essential (The minimum acceptable levels for safe and effective job performance) | Desirable (The attributes of the ideal candidate) Experience |
| Experience | • Experience of caring for and supporting young children• Experience of doing light household dutiesExperience of supporting people in their own home. |  |
| Education & Qualifications | • Good standard of education• Willingness to undertake relevant trainingMember of PVG Scheme or be prepared to join at own expense | SVQ Level II in Child |
| Skills/Abilities specific to the post | • Good communication skills, ability to communicate clearly and sensitively • Use own initiative/self-motivation • Good Inter-personal and social skills • Form and maintain positive relationships • Be flexible and adaptable • Work independently or as part of a team • Use a positive and supportive approach • Maintaining dignity and privacy of the family. |  |
| Qualities | • Kind and caring • Honest and trustworthy • Empathy • Likes being active • A sense of humour and fun loving • Must like and get on with children • Good professional and personal boundaries/understanding confidentiality. • Reliable, conscientious and consistent. |  |
| Other | • Driving license and access to car • Business insurance on own vehicle would be requested |  |