**JOB DESCRIPTION**

**Ref no: GN1024HZ**

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| **1. EMPLOYER** |
| The employer will be the mother of the young lady requiring support. |

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| **2. JOB IDENTITY** | |
| **Post title: Befriender/Personal Assistant** | **Location:** New Deer area |
| **Hours of Work:**  3 hours per week plus relief  Hours can be worked on a Wednesday, Thursday or Friday. | **Term:**  Permanent subject to a 3 month trial period. |

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| **3. PAY** |
| **£ 12.66 per hour** |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| To enable a 40-year-old woman with Aspergers to access an established routine of activities within the community. |

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| **5. MAIN DUTIES** |
| Your role will be to provide minimal support to this young lady in activities including, swimming, walking, badminton, cooking and music. She already has activities that she does attend, but some flexibility would be required as activities change. You will encourage her to be as independent as possible and to develop new skills. Encourage socializing in the community and in time develop new interests.    The post would suit someone who is very patient and understanding and is a good listener. Main role would be to accompany and partake in the activities she enjoys. This role would suit someone with similar interests and must be fond of animals. You will be expected to keep her safe and calm by anticipating needs and avoiding situations which will be difficult for her. Keeping continuity is important in this role.    Our daughter is kind, honest, caring, loves animals and children. We are looking for someone who will help plan activities in advance, looking to see what is available in the area. A full driving license and access to a vehicle is required, mileage will be paid to take to and from activities. |

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| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVEN TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Befriender/Personal Assistant will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs are, observing the employer’s directions and requests. It is important to maintain an open and honest relationship with the employer. It is also necessary to respect the privacy of the family. Confidentiality must be observed at all times. |

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| **7. WAY OF WORKING** |

Befriender/Personal Assistant will be working on a one-to-one basis with the individual requiring support. Staff will accompany and support the individual, actively motivating, communicating, interacting, guiding and assisting in all areas of support. It is important for the staff to report back to the employer with any concerns that arise during their shift.

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| **8. PERSONAL QUALITIES** |
| It is important that applicants are responsible adults, preferably with experience in working with or looking after people. They must be reliable, trustworthy and be positive & encouraging in their outlook to the work. |

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| **9. TRAINING** |
| Below training is mandatory and must be completed within the first 6 months of employment. It will be arranged and paid for by the employer.   * First Aid (unless certificated course undertaken within previous 3 years) classroom based * Aspergers - eLearning * Adult Support and Protection - eLearning |

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| **10. ANNUAL LEAVE ENTITLEMENT** |
| 5.6 weeks pro rata annual leave is paid. The employer does not recognize public holidays and all Annual Leave must be requested in advance. |

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| **11. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| If successful a reference from 2 employers, one of which should be current or recent will be required. Employees may be asked to register with the PVG (Protecting Vulnerable Groups) Scheme or update their membership. Further information can be found at [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk/) |

**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** | A caring understanding person is paramount to this role. | Experience  Of working with people., with Asperger’s syndrome. |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively * Use own initiative/self motivation * Form and maintain good working relationships with colleagues and staff from other agencies * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach | Ability to:  Form positive relationships with individuals |
| **Qualities** | 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  Be able to swim  Valid driving licence and access to a vehicle  To have or apply for a PVG |  |