**Job Description**

**Ref: AA421SM**

**Job Title:** Care Assistants

**Reporting to:** Employer

**Location:** Aboyne

**Rate of pay:** £10.80 per hour

**Hours available:**

**Week 1**

**18 hrs**

**Mon – 7am to 1pm and 5-6pm**

**Tues – 7am to 6pm**

**OR**

**Thur – 7am to 1pm and 5-6pm**

**Fri – 7am – 6pm**

**Week 2**

**36 hrs**

**Mon – 7am to 1pm and 5-6pm**

**Tues – 7am to 6pm**

**OR**

**Thur – 7am to 1pm and 5-6pm**

**Fri – 7am – 6pm**

**ALSO**

**Sat - 7am - 6pm**

**Sun - 7am - 1pm and 5-6pm**

**There are several flexible ways, if you only want to do every second weekend or the weekly hours this can be arranged, so please advise of available hours in your response to the application.**

**(Relief + Holiday & Sickness Cover also available)**

Please state on application your available days and times

**Nature of the job role:**

A person with a background and preferably some training in caring should apply for this post. As the post holder will be expected to be active in assisting the client with jobs around the home and within the home, they should be able and willing to assist with duties associated with this. The client can bathe and dress himself everyday but does need assistance with hair and beard grooming. You will be expected to attend appointments and order medication as necessarily required. Your time would also be taken up with activities which are currently walking and going on bus trips either into Aberdeen or Braemar.

I am a guy, who likes sticking to his routines. My physical condition means that my walking is less steady. Nevertheless, I enjoy going out most days by bus and at times car (Covid 19 guidelines permitting) visiting places such as Aberdeen, Ballater and Braemar from my home. I enjoy having a coffee and occasional lunch. I seek assistance with these outings -including a driver.

A car is available to use, as an alternative to catching a bus which is a regular activity of the client. A driving licence is thus essential.

You should be able to assist me with my daily living in and around the home too, including my meals and bedtime routine.

**Main duties:**

Light gardening

Driving

Cleaning the interior and exterior of the home including cleaning windows

Washing & tidying

Cooking

Hair and beard grooming

Change bed and laundry

Attend appointments with the client

Order medication when needed

Assist with preparing meals and to make sure he has a drink, give hydration drink along with meals

Prompt with medication

Leave 2 glasses of juice at bedside for during the night

Check bed is made properly, and he gets in correctly and the environment is correct

Provide assistance as required to ensure he retires to bed comfortably and heating/water systems and house secure before departing

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

First Aid, Adult Support & Protection

**Annual Leave:**

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

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

A reference from 2 employers, one of which should be current or recent is 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. | Experience of working with people in their own home. |
| **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 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 |
| **Inter-personal & 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 |

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