**Job Description**

**Job Reference Number: AP0225MC**

**Job Title**: Personal Assistant

**Reporting to**: The employer will be the mother of the young person requiring support.

**Location**: Mintlaw/Longside Area

**Rate of pay**: £12.60 per hour

**Hours of work**: 3 hours every weekend during term time & 3 hours per week in school holidays. Times can be flexible.

**Nature of the job role:**

A personal assistant is required for a young boy who has autism and is non-verbal.

He requires support to enjoy activities such as going swimming and enjoying the outdoors.

**Main duties**:

To support with social activities which may be swimming in future.

This will involve the driving to places locally and therefore you must be a driver with access to your own vehicle.

To maintain a safe working environment

To respect confidentiality at all times.

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

**Annual Leave:**

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

**Desirable:**

Caring, active, reliable and friendly.

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

A reference from 2 employers, one of which should be current or recent will be required. Employees will also 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)** |
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| **Experience** | Experience of working with children with support needs would be beneficial, but transferrable skills will also be considered | Experience of working with people in their own home.  Experience of working with children or children with autism |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training | Qualification in child education. |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively. * Be a good listener. * Use own initiative/self motivation * Be flexible and adaptable * Work independently * Use a positive and supportive approach * Ensure the safety and well-being of the young person at all times | Ability to:   * Form positive relationships with family * Experience with working with children both at home and out in the community. |
| **Inter-personal and social skills** | Excellent communication skills  Comfortable working with children.  Friendly and outgoing. |  |
| **Additional requirements for this post** | Car driver with access to a vehicle and business insurance is essential. |  |