**Job Description**

**Job Reference Number: ASA0425PB**

**Job Title**: PA

**Reporting to**: Family Member

**Location**: Aberdeen

**Rate of pay**: £12.75 per hour

**Hours of work**:  **Saturday 10.30 a.m. to 4.30 p.m. – to be shared by two staff, one week on and one off. During school holidays there will be 15 hours per week available.**

**Nature of the job role to support a lovely little girl who is eight years old, a wheelchair user and non-verbal.**

**Main duties**: To assist with feeding, personal care – continence and pad change; hoisting for all transfers, medication. Helping with undressing and dressing. Help the little girl enjoy some quality time either going for walks to the park, bus rides or listening to music.

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

Training will be provided as required.

**Annual Leave:**

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

**Desirable:**

Reliable and flexible.

**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 individuals with support needs | Experience of working with people in their own home |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively, especially important as the little girl is non-verbal * Use own initiative/self-motivation * Be flexible and adaptable * Work independently * Use a positive and supportive approach, ensuring safety and wellbeing of the young lady at all times | Ability to:   * Form positive relationships with family |
| **Inter-personal and social skills** | Excellent communication skills  A sense of humour, happy disposition |  |
| **Additional requirements for this post** | Be competent with use of a wheelchair and using public transport.  Ability to use hoists for all transfers |  |