**JOB DESCRIPTION**

**Ref no: AW0222FR**

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| **1. EMPLOYER** |
| The employer is the father of the child, who requires care. |

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| **2. JOB IDENTITY** | |
| **Post title: Relief Support Worker/Carer** | **Location: Auchnagatt, Ellon** |
| **Hours of Work:** Up  to 20 hours a week negotiable | **Long Term / Permanent** |

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| **3. PAY** |
| £11.22 per hour  £55.99 sleepover rate |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Young girl (7 years old) requires support with day to day routine including, but not limited to playing, entertaining and generally being there for her as and when required. Mum is full time support giver at present requires the assistance to ultimately facilitate mum’s own personal time when appropriate to do so. |

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| **5. MAIN DUTIES** |
| Support Worker required to support and assist with the following duties:   * Entertaining & playing, she is immobile and unable to support herself. There is a number of aids in place to help in this regard (walker, standing frame, suitable seating). * Mostly fed via G-Tube but we are trying to introduce foods, has a passion for eating Rusks at the moment. Certain foods **MUST** be avoided. * Medication requiring administered various times throughout the day via G-Tube. * Would like someone able to help us progress the child and encourage the introduction of speech and supporting herself – she does communicate in her own way at present. * Care must be given to the wellness, at any point she seems ‘not right’ hospitalisation and IV treatment is required. |

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

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| **6. SUPERVISION** |
| Support Worker will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs of the child are, observing the employers 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** |

Support Worker will eventually be working on a one-to-one basis with the child requiring support. They will accompany and support the child, actively motivating, communicating, interacting, guiding and assisting in all areas of support. It is important for the Personal Assistant to report back to the employer on activities attended or any concerns that arise during their shift. Personal Assistants will be expected to complete monthly timesheets and submit to the employer to authorise.

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| **8. PERSONAL QUALITIES** |
| The successful applicants should have a lively, fun personality, and have an enthusiastic approach to life. However, it is important that applicants are responsible adults, preferably with experience in working with or looking after children. The Personal Assistants must be reliable, trustworthy and be positive & encouraging in their outlook to the work. |

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| **9. TRAINING** |
| Training will be offered and paid for by the employer as / when required and can be discussed during the interview stage. |

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| **10. ANNUAL LEAVE ENTITLEMENT** |
| 28 days pro rata annual leave is paid. The employer does not recognise public holidays. |

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| **11. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 employers, one of which should be current or recent is required. Employees will be required that you register with the PVG (Protecting Vulnerable Groups) Scheme. Further information can be found at [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk) |

**Cornerstone’s Self Directed Support Service exists to support people to employ their own Personal Assistants and/or purchase services using direct 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 direct 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 people in their own home  Experience of working with children/adults with support needs |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training | SVQ Level II in Child Care |
| **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/Inter-personal and social skills** | * Caring and patient * Flexible * Good communication skills * A sense of humour |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the family/child  Good timekeeping | Valid driving license and access to a vehicle with business insurance |