**Job Description**

**Job Reference Number: BI0125MC**

**Job Title**: Personal Assistant

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

**Location**: Oldmeldrum

**Rate of pay**: £12.60 per hour

**Hours of work**: 3 hours every fortnight. Times and days can be flexible.

**Nature of the job role:**

A personal assistant is required for a teenage boy who has ADHD and on the autism spectrum.

He requires support to enjoy social activities such as golfing, bowling, playing pool and video games.

**Main duties**:

To support with social activities. 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 outgoing individual.

**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/young adult with support needs would be beneficial, but transferrable skills will also be considered. | Experience of working with people in their own home and the community.  Experience of working with people with ADHD and autism. |
| **Education and Qualifications** | Good standard of education.  Willingness to undertake relevant training. | Qualification in working with individuals with ADHD and autism or children. |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively. * Be a good listener. * Use own initiative * 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. * Enjoy social activities. | Ability to:   * Form positive relationships with family. * Experience of working with additional needs children or young adults. |
| **Inter-personal and social skills** | Excellent communication skills  A sense of humour, friendly and outgoing individual. |  |
| **Additional requirements for this post** | Car driver with access to a vehicle and business insurance is essential. |  |