**Job Description**

**Job Reference Number: BK0125LP**

**Job Title**: Personal assistant

**Reporting to**: Family Member

**Location**: Inverurie

**Rate of pay**: £12per hour

**Hours of work**: Monday -Thursday 7:50am - 8:20am

**Main duties**:

Safely driving a young man from Kintore to Inverurie each day.

Keeping the vehicle in good condition, clean and ready for daily use.

Accurately track and log mileage for reimbursement purposes.

Offer a friendly and supportive atmosphere during the commute.

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

First Aid and Child Protection

**Annual Leave:**

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

**Desirable:**

Caring, active, reliable and punctual.

**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 adults/children with support needs would be beneficial, but transferrable skills will also be considered | Experience of working with people in their own home  Knowledge or understanding of ADHD would be helpful |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **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 |  |
| **Inter-personal and social skills** | Excellent communication skills  A sense of humour, happy disposition |  |
| **Additional requirements for this post** | Valid driver’s license with clean driving record  Willingness to get business insurance | Previous experience in a driving role is preferred but not mandatory |