**Job Description**

**Job Reference Number: BN0722PB**

**Job Title:** Personal Assistant/Support Worker

**Reporting to:** Employer is the mother of the recipient of care

**Location:** Newmachar

**Rate of pay: £10.91 per hour**

**Hours of work:** Ten hours per week. Monday, Tuesday, Wednesday 7.30 am to 9.30 am with other hours to be agreed.

**Nature of the job role:** To support a six year old girl who has complex needs to get up in the morning and prepare for the day ahead. Some general help around the home and with the little brother would also be helpful for the family.

**Main duties:** Help with toileting, feeding, dressing. Assist with getting both children ready for school during term time. Some medical experience would be beneficial, but training will be given**.**

**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:**

Kind, caring, reliable and punctual.

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

A reference from 2 employers, one of which should be current or recent may be required. Employees may 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 complex support needs | Experience of working with people in their own home  Some medical training would be beneficial but training will be given |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively * Use own initiative/self motivation * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach * Ensure safety of the children at all times | Ability to:   * Form positive relationships with family |
| **Inter-personal and social skills** | Good communication skills  A sense of humour, happy disposition, able to relate to children, fun |  |
| **Additional requirements for this post** | Reliable  Good timekeeping | Valid driving licence and access to a vehicle with business insurance |