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| Job Description – BT0122HZ | | |
| 1 | Employer | |
| The employer will be the father of the man that requires care. | | |
| 2 | Job Identity | |
| **Post Title:** | | Support Assistant |
| **Location:** | | Tyrie, Fraserburgh |
| **Hours of Work:** | | **Week 1 - Monday & Wednesday approx. 9.15am – 3.15pm**  **Week 2 - Thursday 9.15am – 3.15pm**  **(Could fit around school times for the right candidate)**  **Some flexibility to cover annual/sick leave required** |
| **Term:** | | Permanent. Subject to a 3-month trial period |
| 3 | Remuneration | |
| **Hourly Rate:**  **Sleepover Rate:** | | **£10.50 per hour**  **£55.99 covering the hours of 11pm to 7am** |
| 4 | Job Description | |
| To work as part of a team of Support staff required to provide all aspects of care and support. To assist with a variety of tasks which will support my son in his own home, allowing him to lead an independent lifestyle. | | |
| 5 | Main Duties | |
| 1. Assistance with some aspects of personal care (shaving, brushing teeth etc) 2. Meal preparation 3. Medication administration 4. Assistance with domestic duties, to ensure light tasks around the house are undertaken   to support young man   1. Assistance with social activities 2. Any other reasonable duties that may be required 3. Following advice and instructions from the employer; 4. Respecting the employer’s privacy – ensuring confidentiality at all times; 5. Support to live independently 6. Maintaining a happy working environment; 7. Maintaining the young gentleman’s safety at all times. 8. All duties should be carried out in a safe manner; all employees are responsible for both their own safety and for the safety of others. | | |
| *Any questions concerning duties may be raised at the interview stage*  *Full training shall be offered to any successful applicant and shall be paid for by the employer* | | |
| 6 | Supervision | |
| All Support Assistants will be directed by and shall be accountable to the employer.  It is necessary to ask the employer what the duties are, observing their directions and requests. It is also necessary to respect the privacy of the employer and the recipient of the care. | | |
| 7 | Personal Qualities | |
| The Support Assistants must be reliable, trustworthy and be positive & encouraging in their outlook to the work. | | |
| 8 | Training | |
| All Training would be offered and paid for by the employer.   * First Aid * Adult Support and Protection training * Food Hygiene * Administering Medication level 3 | | |
| **References and the Protecting Vulnerable Groups Scheme**  A reference from 2 employers, one of which should be current or recent is required. Employees will be required to register with the PVG (Protecting Vulnerable Groups) scheme. Further information can be found at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk/) | | |

**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 caring in health or voluntary settings or in a home setting. |  |
| **Education and Qualifications** | Good standard of education  Competent in spoken English  Willingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | Ability to:   * Accept delegation and work without supervision * Good team worker * Recognise your own limitations * Create and maintain a good relationship with the employer while maintaining family privacy * Good verbal and written communication skills * Driving Licence – to drive the mobility vehicle | Awareness of adult/child protection issues |
| **Qualities** | Ability to   * Remain calm and composed in challenging situations * To work in a non judgemental manner * Work to guidelines and procedures |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping  Full Driving Licence – access to a vehicle as rural location |  |