**Job Description**

**Job Reference Number: CB0625DM**

**Job Title:** ReliefSupport Worker

**Reporting to:** The employer will be the brother of the person receiving support

**Location:** Banchory, Aberdeenshire

**Rate of pay:** £16.86 per hour. (Plus mileage paid at 45p per mile for travel to clients appointments and social outings)

**Hours of work:** Adhoc holiday cover

**(Work schedule (covered by 2 workers):** 1 hour daily breakfast visit, 1 hour daily lunch visit (2 hours on Monday, Tuesday and Thursday) and 1 hour daily tea/dinner visit).

**Nature of the job role:**

To support a gentleman, through prompting and encouragement, to maintain his independence. The role is to give practical help at home, to reassure when the gentleman feels anxious, to offer opportunity for company through conversation and occasionally accompany outside the home to appointments and social outings.

**Main duties:**

* Prompting with personal care
* Assistance with shopping and appointments
* Assistance with Meal planning & preparation
* Offer Companionship
* Assistance with personal laundry/bed changing
* Light household duties if required
* Any other reasonable duties that may be required

**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:**

Kind and caring, patient and understanding, good at listening and reassuring, encouraging and able to use own initiative.

**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 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 with support needs | Experience in the mental health and welfare field  Experience of working with people in their own home |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training |  |
| **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 |
| **Inter-personal and social skills** | * Good communication skills * Kind and caring * Patient and understanding * Good at listening and reassuring * Encouraging |  |
| **Additional requirements for this post** | * Reliable * Good timekeeping | Valid driving licence and access to a vehicle with business insurance |