JOB DESCRIPTION

Ref no: CI1121SW

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| 1. EMPLOYER |
| The employer will be the mother of the young lady requiring support. |

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| **2. JOB IDENTITY** | |
| **Post title:** Support Worker/Carer | **Location:** Inverallochy |
| **Hours of Work:**  **Term time (10 hours per week)**  **School Holidays (15 hours per week) -**  **Employer can be flexibility with hours** | **Term:**  Permanent subject to a 3 month trial period. |

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| **3. PAY** |
| £10.91 per hour |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| To enable our 12 year old Autistic daughter to access an established a routine, motivate and encourage her to partake in activities. |

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| **5. MAIN DUTIES** |
| Your role will be to support our daughter in the family home or outdoors, swing parks, although she does prefer quiet not busy places. Our daughter is very loving once she gets to know you, she loves Mickey Mouse. Your role will be to encourage her to be as independent as possible and to develop her skills. Encourage socialising in the community and in time develop new interests.  Our daughter can lack some motivation, so the role would be to encourage her. You will be expected to keep her safe and calm by anticipating her needs and avoiding situations. At times she can be challenging in some situations, so an important part of the role would be to keep anxiety levels low. Keeping continuity is important in this role.  Finding the right carer, will allow Mum to have some respite time, where she can relax and unwind for a short time each day. |

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| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVEN TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Carer will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs are, observing the employers directions and requests. It is important to maintain an open and honest relationship with the employer. It is also necessary to respect the privacy of the family. Confidentiality must be observed at all times. |

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| **7. WAY OF WORKING** |

Carer will be working on a one-to-one basis with the individual requiring support. You will accompany and support the individual, actively motivating, communicating, interacting, guiding and assisting in all areas of support. It is important for the staff to report back to the employer with any concerns that arise during their shift.

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| **8. PERSONAL QUALITIES** |
| It is important that applicants are responsible adults, preferably with experience in working with or looking after people. They must be reliable, trustworthy and be positive & encouraging in their outlook to the work. |

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| **9. TRAINING** |
| Below training is mandatory and must be completed. The training will be arranged and paid for by the employer.   * First Aid (unless certificated course undertaken within previous 3 years) * Autism * Child Support & Protection (online course) |

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| **10. ANNUAL LEAVE ENTITLEMENT** |
| 5.6 weeks pro rata annual leave is paid. The employer does not recognise public holidays and all Annual Leave must be requested in advance. |

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| **11. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| If successful a reference from 2 employers, one of which should be current or recent will be required. Employees may be asked to register with the PVG (Protecting Vulnerable Groups) Scheme or update their membership. Further information can be found at [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.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)** |
| **Experience** | Experience of working with people | Experience of caring in health or voluntary settings |
| **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 |
| **Qualities** | Good communication skills  A sense of humour |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping  Valid driving licence and access to a vehicle  To have or apply for a PVG |  |