**JOB DESCRIPTION**

**Ref no: CS0224SM**

|  |
| --- |
| **1. EMPLOYER** |
| The employer will be the daughter of the gentleman who requires support. |

|  |
| --- |
| **2. JOB IDENTITY** |
| **Position:** Befriender/Carer | **Location: Bellabeg Area, Strathdon** |
| **Hours of Work: 7 hours a week****1 hour every evening between 7pm -9pm****7 days a week** | **Term:** This post will be subject to PVG Disclosure Scotland. **Permanent**Probationary period of three months. |

|  |
| --- |
| **3. PAY** |
| The hourly rate is £**12.49** per hour. |

|  |
| --- |
| **4. JOB PURPOSE AND WAY OF WORKING** |
| Reliable Person required to provide support to enable the gentleman to maintain an independent life, provide assistance with personal care, puree all foods & feed, prompt medication.  |
| **5. MAIN DUTIES** |
| * Assist to get up/and get ready for bed
* Support with showering & dressing
* Prepare all meals & serve
* Puree & thicken all food for all meals
* Feed the gentleman by teaspoon for all meals & drinks
* Give medication and record
* Light household duties
* Changed bed once a fortnight
* Always ensure the gentleman’s safety

The above is not an exhaustive list of duties, and you may be asked to perform other similar tasks within your role. |
| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVEN TO ALL SUCCESSFUL APPLICANTS.** |

|  |
| --- |
| **6. SUPERVISION** |
| Reliable Person will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs are, observing the employer's 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 always be observed. |

|  |
| --- |
| **8. PERSONAL QUALITIES** |
| It is important to be sensitive to the gentleman’s needs and to be respectful of his needs and wishes. It is necessary to be flexible in line with the changing levels of assistance that may be required at any time.  |

|  |
| --- |
| **10. REFERENCES & PROTECTING VULNERBLE 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.org.uk](http://www.disclosurescotland.org.uk/) |

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **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 with physical disabilities | Experience of working with people who need the assistance |
| **Education and Qualifications** | Good standard of educationWillingness 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
* Use a positive and supportive approach
 |  |
| **Inter-personal and social skills** | A caring dispositionExcellent communication skills  | A good sense of humorEnjoys working as part of a team |