**Job Description**

**Job Reference Number: EW0624PB**

**Job Title**: PA/Carer

**Reporting to**: Family Member

**Location**:  **Whitecairns**

**Rate of pay**: £13.86 per hour

**Hours of work**:  **35 hours per week, flexible to be mutually agreed**

**Nature of the job role To support a a 14 year old young woman who has a learning disability.**

**Main duties**: To support the young woman both at home and during outings. To have fun whilst enjoying hobbies such as music and books. The young lady also likes to be physically active.

**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:**

Experienced, kind and caring.

**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 also 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 young people with support needs would be helpful. | Experience of working with people in their own home |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively. Be a good listener and have an awareness of the young lady’s needs. * Use own initiative/self motivation * Be flexible and adaptable * Work independently * Use a positive and supportive approach ensuring the safety and wellbeing of the young person at all times. | Ability to:   * Form positive relationships with family |
| **Inter-personal and social skills** | Caring and kind.  A good sense of humour, happy disposition. |  |
| **Additional requirements for this post** | Access to a vehicle with business insurance is essential to allow for outings. |  |