**JOB DESCRIPTION**

**Ref no: FI0424SM**

|  |
| --- |
| **1. EMPLOYER** |
| The employer will be the mother of the 15 year old male who requires support. |

|  |  |
| --- | --- |
| **2. JOB IDENTITY** | |
| **Position:** Carer | **Location: Inverurie** |
| **Hours of Work:**  6 hrs per week Term Time  12 hrs per week School Holidays  Sat or Sunday  Flexible between 9am till 5pm | **Term:**  This post will be subject to PVG Disclosure Scotland.    **Permanent**  Probationary period of three months. |

|  |
| --- |
| **3. PAY** |
| The hourly rate is **£13.86** per hour. |

|  |
| --- |
| **4. JOB PURPOSE AND WAY OF WORKING** |
| Carer will be working on a 1:1 basis with the male who requires support and is a wheel chair user. Carer will accompany male to social activities /clubs and support in the home and assist with personal care and occasionaly with a family member.  The Carer will be directed by the employer (Mum) as to which activity they will be attending at the start or prior to every shift. |
|  |
| **5. MAIN DUTIES** |
| Carer required to support and assist with the following duties:  1. Accompany and support to leisure and social activities, including swimming, bowling & cinema and any other as directed by employer  2. Encouragement and guide with social interaction  3. Provide interaction with the young boy in order to help motivation  4. Prevent and protect from getting into dangerous situations by giving constant supervision  5. Carrying out any other duties consistent with the support plan  6. Following advice given by Health professionals involved in this girl’s care  7. Ensure high personal hygiene standards  8. Give a drink as required and help with feeding  9. Change nappy when required and personal hygiene 10. Assist with transfers from chair to wheelchair, to get in and out of car   11. Assist with communication via talker, tablet  12. Assist with exercises |
| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVEN TO ALL SUCCESSFUL APPLICANTS.** |

|  |
| --- |
| **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. |

|  |
| --- |
| **7. TRAINING** |
| Training will be would be provided:  • First Aid  • Child Protection   • Epilepsy  • Moving & Handling |

|  |
| --- |
| **8. WAY OF WORKING** |
| The Carer should have a fun personality, and have an enthusiastic approach to life. Carer will be working on a one-to-one basis with the male requiring support. They will interact with and accompany, join in and support to and from social activities. They will support, actively motivate, and guide whilst in the community/activity. They will be directed by the employer as to destination and activity, at the start, or prior to every shift. It is important for the staff member to report back to the employer on any issues that arise during their shift. |

|  |
| --- |
| **9. PERSONAL QUALITIES** |
| The successful applicant should have a lively, fun personality, and have an enthusiastic approach to life. However it is important that applicants are responsible adults, experience is necessary as a caring individual is of the upmost importance. They must be reliable, trustworthy and be positive & encouraging in their outlook to the work. The safety of the male must be the highest priority at all times. Driving license and access to a vehicle is essential due to the nature of the post; also have the ability to handle a wheelchair. |

|  |
| --- |
| **10. ANNUAL LEAVE ENTITLEMENT** |
| 28 days pro rata annual leave is paid. The employer does not recognize public holidays. |

|  |
| --- |
| **11. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 employers, one of which should be current or recent is required. Employees may be required that you register with the PVG (Protecting Vulnerable Groups) Scheme. Further information can be found at www.disclosurescotland.org.uk |

**Cornerstone’s Self Directed Support Service exists to support people to employ their own Reliable Persons and/or purchase services using direct 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 direct payment and not with Cornerstone.**

**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 children/adults with special needs |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively * Form and maintain good working relationships with colleague and staff from other agencies. * Use own initiative/self motivation * Be flexible and adaptable * Use a positive and supportive approach |  |
| **Inter-personal and social skills** | Good communication skills | A good sense of humour  Outgoing Personality |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good time keeping  Full Driving License and access to a vehicle | . |