**Job Description**

**Job Reference Number: FN0321HS**

**Job Title: Personal Assistant**

**Reporting to:** The employer will be the mother of the young boy.

**Location: Newmachar**

**Rate of pay: £9.30 per hour**

**Hours of work**: 5 hours a fortnight. Hours to be worked flexibly on Saturdays

Plus an additional 6 days (10 hours each day) over the year

Plus provide holiday and sickness cover

 (To be discussed and agreed)

**Nature of the job role:**

I am a lively 5 year old boy with Autism who is full of personality, and I am looking to find a personal assistant who is calm and confident, but with a strong character who can give me the support and encouragement to do trampolining, take trips to the park, and other outdoor activities, etc. I am nonverbal and I need constant supervision, but if you have a lively, fun personality, and an enthusiastic approach to life, please apply for this position.

Clean driving licence and access to car required.

PVG scheme membership will be required.

**Main duties:**

* Taking him to the park and any other activity he may enjoy
* Assistance with his development
* Ensure his safety at all times, when outside or indoor
* Encouragement and guide with social interaction
* Provide interaction with the young boy in order to help motivation
* Prevent and protect from getting into dangerous situations by giving constant supervision
* Carrying out any other duties consistent with the support plan
* Following advice given by Health professionals involved in this boy’s care
* Confidentiality must be observed at all times and it is also necessary to respect the privacy of the family.

**Training below will be offered and paid for by the employer:**

* Child Protection

**Annual Leave:**

28 days pro rata annual leave is paid. The employer does not recognise public holidays.

**Desirable:**

Caring, presentable, reliable and punctual. Knowledge of cerebral palsy would be an advantage.

**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/children with support needs | Experience of working with people in their own home |
| **Education and Qualifications** | * Good standard of education
* Willingness to undertake relevant study and training
 | SVQ Level II |
| **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
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| **Inter-personal and social skills** | * Good communication skills
* A sense of humour
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| **Additional requirements for this post** | * Able to work flexible hours to meet the needs of the service
* Valid driving license and access to a vehicle with business insurance
* Good timekeeping
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