**Job Description**

**Job Reference Number: FS1020FR**

**Job Title: Support Assistant**

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

**Location: Stonehaven**

**Rate of pay: £10.80 per hour**

**Hours of work: 5 Hours per fortnight (flexible)**

**Nature of the job role:**

Hi I am Teenager who likes sports and going out doing social activities,

**Main duties:**

* Taking me to Football matches and any other activities I may enjoy,
* I need support with eating and drinking
* I will require some support with personal care
* Ensure I am safe at all times, when outside or indoor
* Following advice given by Health professionals involved in my care
* Confidentiality must be observed at all times and it is also necessary to respect the privacy of my family.

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

* First Aid
* 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.

Driving Licence – use of a car and appropriate insurance

**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 |
| **Inter-personal and social skills** | 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 license and access to a vehicle with business insurance |