**Job Description**

**Job Reference Number: FW0622WE**

**Job Title:** Support Worker/Befriender

**Reporting to:** The employer will be the Father of the person receiving support

**Location:** Finzean, Banchory / Aboyne area

**Rate of pay:** £10.81

**Hours of work:** 6 hours per week term time and 12 hours per week school holidays. Hours to be arranged with the employer. Some Flexibility will be required.

Post Permanent, subject to a 3 month trial period.

**Nature of the job role:**

1. To provide support and companionship.
2. To accompany the person receiving support to attend groups and activities to help develop his. communication and social skills and peer relations.
3. The employee to have the experience and skills necessary.

**Main duties:**

1. Following advice and instructions from the employer.
2. Respecting the family and employer’s privacy – ensuring confidentiality at all times.
3. Maintaining a happy working environment.
4. To befriend the person being supported and help build their confidence and develop their social skills.
5. To ensure the person being supported is kept safe and free from harm.
6. Any questions concerning duties may be raised at the interview stage.

**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:**

Caring, presentable, reliable and punctual.

**References and Protecting Vulnerable Groups (PVG) Scheme:**

A reference from 2 employers, one of which should be current or recent may be required. Employees may 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, especially learning disability | 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 * Use own initiative/self-motivation * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach | Ability to:   * Form positive relationships with family |
| **Inter-personal and social skills** | Good communication skills  A sense of humour, happy disposition |  |
| **Additional requirements for this post** | Reliable  Good timekeeping | Valid driving licence and access to a vehicle with business insurance |