JOB DESCRIPTION

Ref no: GF0225GW

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| 1. EMPLOYER |
| The employer will be the mother of the young adult who requires support. |

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| **2. JOB IDENTITY** | |
| **Position:** Personal Assistant | **Location:** Fyvie |
| **Hours of Work:**  **12 hours per week.**  **Days & times are negotiable, however afternoons would be preferred.**  **PLEASE STATE DAYS AND HOURS AVAILABLE ON APPLICATION** | **Term:**  This post will be subject to PVG Disclosure Scotland    **Permanent:**  Subject to a three-month probation period |

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

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| To support an autistic young woman with anxiety to enjoy social outings and provide support, encouragement and companionship. |
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| **5. MAIN DUTIES** |
| * To support the young woman to plan and engage in activities in the local area, this will require the use of your own vehicle. * Provide discreet support and encouragement. * Adapt plans and routines according to the client’s needs. * To attend any appointments. * Support with meal preparation and baking**.**   The above is not an exhaustive list of duties, and you may be asked to perform other similar tasks within your role. |
| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVEN TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| The Personal Assistant will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs are, observing their directions and requests. It is important to maintain an open and honest relationship with the employer and the client. It is also necessary to respect the privacy of the family. Confidentiality must always be observed. |
| **8. PERSONAL QUALITIES** |
| It is important to be sensitive to the employer’s, clients’ needs and to be respectful of their needs and wishes. It is necessary to be flexible in line with the changing levels of assistance that may be required at any time. It is important to have display a caring and kind personality. A friendly, considerate and bright outlook is more important than previous caring experience. |
| **10. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 employers, one of which should be current or recent is required. Employees will be required that you register with the PVG (Protecting Vulnerable Groups) Scheme. Further information can be found at [www.disclosurescotland.org.uk](http://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 organization 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**

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| **Attributes** | **Essential**  **(The minimum acceptable levels for safe and effective job performance)** | **Desirable**  **(The attributes of the ideal candidate)** |
| **Experience** |  | Experience of working with people with support needs, particularly young adults with autism. |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively * Use own initiative/self-motivation * Be flexible and adaptable * Use a positive and supportive approach |  |
| **Inter-personal and social skills** | Good communication skills |  |
| **Additional requirements for this post** | PVG will be required  A driving license and access to your own vehicle, with business insurance, is essential to this role. |  |