**Job Description**

**Reference Number: GH0122TH**

**Job Title:**

Befriender

**Reporting to:**

Employer

**Location:**

Huntly

**Rate of pay:**

£9.50 per hour

Mileage will be paid at 45p per mile

**Hours of work:**

**10 hours per week**

Tuesday 3.30pm to 8.30pm

Thursday 3.30pm to 8.30pm

**Nature of the job role:**

We are looking to recruit a personal assistant for a man in his 50’s with additional support needs living in his own home in Huntly. The role will involve transporting him from work and accompany him on days out along with providing some support with cleaning, cooking and shopping. He has a good sense of humour and enjoys photography, painting/drawing, car boot sales, cinema and going to country fairs/shows. We are looking for someone who is quite active and has similar interests.

**Main duties:**

* Undertake some domestic cleaning to keep the house clean and tidy
* Assist the gentleman to prepare healthy, nutritious meals
* Complete the gentleman’s shopping on a weekly basis
* Transport the gentleman from work to home
* Transport and assist the gentleman to complete weekly visits to the local bank
* Transport and accompany the gentleman to gym/swimming sessions as required
* Transport and accompany the gentleman on days out
* Be sensitive, respect the privacy and confidentiality of personal information
* Work according to guidelines if required

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

First aid training

**Annual Leave:**

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

**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 people in their own home  Experience of working with adults with support needs |
| **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 * Form and maintain good working relationships with 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** | Valid driving license and access to a vehicle with business insurance  Able to work flexible hours to meet the needs of the service  Good timekeeping |  |