**Job Description**

**Ref: GP0722SW**

**The Employer**

* The employer will be the boy’s father

**JOB TITLE**

* Support Worker

**LOCATION**

* Peterhead

**WORKING HOURS**

* 4 hours per week, Tuesday 4pm – 8pm

**Rate of Pay**

* £10.50 per hour

**Job Purpose and Way of Working**

I am a 12 year old boy who requires support. I am looking for someone to support me one in accessing the community, build my confidence and broaden my interests. We are looking for someone who has varied interests who is encouraging and caring. If you can help support my family and I, please call the number below. Experience is preferred, but not essential.

**Experience is preferred, but not essential:**

* To enable my Dad to feel that I am being adequately supported
* To allow me to have regular exercise, activity and focus to my life which will keep me healthy and reduce any anxieties and frustration.
* Assist me to access the community.
* Assist me to have a manageable, structured day.
* Support with social outings/activities.
* Support me to keep calm and divert situations
* Support me to learn new skills.
* Respecting mine and my families’ privacy – ensuring confidentiality at all times.
* Maintaining a happy working environment.
* Maintaining my safety at all times.

The above is not an exhaustive list of duties and you will be expected to perform different tasks necessitated by your changing role within the employment.

**Any questions concerning these duties may be asked at the interview stage. Full training will be provided for all successful applicants.**

**Skills, abilities and desirable personal qualities**

Applicants although preferred to have experience in a support role, I am looking for the right person to support me. You will need excellent communication skills and the ability to follow professional guidelines and set boundaries.

Ability to interpret an individual’s to recognise challenging behaviours as a form of communication. Applicant must be reliable, trustworthy and punctual and must be able to work with the employer on a one-to-one basis.

**Training**

* Full Mandatory training will be provided and paid for by the employer

To include:

Child Support & Protection

First Aid

**References and the Protecting Vulnerable Groups Scheme**

A reference from 2 employers, one of which should be current or recent is required. Employees may be required to register with the PVG (Protecting Vulnerable Groups) scheme. Further information can be found at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

Cornerstone’s Direct Payments Support Service exists to support people to employ their own Personal Assistants and/or purchase services using Direct 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 Direct Payment and not with Cornerstone.

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential**  **(The minimum acceptable levels for safe and effective job performance)** | **Desirable**  **(The attributes of the ideal candidate)** |
|  |  |  |
| **Experience** |  | Experience of working with adults/children 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:   * Excellent Communication skills and the ability to follow professional guidelines regarding communication tools * Ability to keep supported person calm and divert attention * Accept delegation and work without supervision * Recognise your own limitations * Create and maintain a good relationship with the employer while maintaining family privacy | Awareness of adult/child protection issues |
| **Qualities** | Ability to   * Remain calm and composed in challenging situations * To work in a non-judgemental manner * Work to guidelines and procedures |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping  Valid driving licence and access to a car (although other forms of transport can be considered) |  |