JOB DESCRIPTION

Ref no: HB0221HZ

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| 1. EMPLOYER |
| The employer will be the recipient of care. |

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| **2. JOB IDENTITY** | |
| **Post title:** Support Worker | **Location:** Banff |
| **Hours of Work:**  21 hours per month.  2 weekly rota:  **Week 1**: 5pm – 6.30pm Monday – Sunday.  **Week 2**: Off.  Flexibility to cover staff absence/ sickness cover. | **Term:**  Permanent subject to a 3 month trial period. |

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| **3. PAY** |
| £9.36 per hour |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| I am Looking for a caring, reliable and patient individual to support me within my family home in Banff. I require assistance with meal preparation, (on occasion to cook a meal) and help with light domestic duties. High standards of hygiene are important due to my health. Ideally I am looking for someone with a lively personality that has an enthusiastic approach to life. |

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| **5. MAIN DUTIES** |
| * Assistance with meal preparation and at times cook a meal * Light domestic duties such as laundry, changing of bed linen or any household tasks with which the lady requires support. * Providing some companionship. |

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| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVE TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Support Worker(s) will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs are, observing the employers directions and requests. It is important to maintain an open and honest relationship with the employer. It is also necessary to respect the privacy of the family. Confidentiality must be observed at all times. |

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| **7. WAY OF WORKING** |

Support Worker(s) will be working on a one-to-one basis with the individual requiring support. Support Worker(s) required to assist in all areas of support. It is important for the Support Workers to report back to the employer with any concerns that arise during their shift.

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| **8. PERSONAL QUALITIES** |
| The successful applicants should have a lively, fun personality, and have an enthusiastic approach to life. However it is important that applicants are responsible adults, preferably with experience in working with or looking after people. The Support Workers must be reliable, trustworthy and be positive & encouraging in their outlook to the work. |

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| **9. TRAINING** |
| Below training is mandatory and must be completed within the first 6 months of employment. It will be arranged and paid for by the employer.   * First Aid – classroom based * Food Hygiene & Adult Support & Protection (Online courses) |

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| **10. ANNUAL LEAVE ENTITLEMENT** |
| 5.6 weeks pro rata annual leave is paid. The employer does not recognise public holidays. |

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| **11. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| If successful a reference from 2 employers, one of which should be current or recent will be required. Employees must register with the PVG (Protecting Vulnerable Groups) Scheme or update their membership. 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 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**

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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/children |
| **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 * 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 |  |