JOB DESCRIPTION

Ref no: HR0421HS

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

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| **2. JOB IDENTITY** | |
| **Post title: Carer** | **Location:** Rothienorman |
| **Hours of Work:**  20 hours per week term time  25 hours a week during school holidays  (Hours to be negotiated between employer and employee) | **Term:**  This post will be subject to PVG Disclosure Scotland and references  **Permanent:**  Subject to a three month probation period |

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| **3. PAY** |
| **£10.80 per hour** |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| I am a 16 year old boy with complex needs arising from physical health issues. Although I have no speech I can communicate. Although I require a wheelchair, my mind is very active and would ideally be looking for someone who loves being outdoors and who can support me to access the community. Due to my physical difficulties I also require personal care. |

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| **5. MAIN DUTIES** |
| Personal Assistant required to support and assist with the following duties:   1. Interaction. It is important to be aware of the boys needs and wants and to act on these as directed by the employer 2. Personal care 3. Safely operating equipment necessary to care, i.e wheelchair 4. Provide constant supervision at all times 5. Undergo initial training relating to this post and take part in any subsequent updated training as required by the employer. 6. Any other tasks as directed by the employer. 7. Assist to access the community 8. Assist to have a manageable, structured day. 9. Support with social outings/activities 10. Support to learn new skills 11. Respecting privacy of the boy and his family – ensuring confidentiality at all times. 12. Maintaining a happy working environment; 13. Maintaining his safety at all times. |

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| **6. SUPERVISION** |
| Carer will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs of the child are, observing the employer’s 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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| **9. TRAINING** |
| Training will be would be provided and paid for by the employer:   * Child Support & Protection * Moving & Handling * First Aid |
| **7. SKILLS & ABILITIES** |
| Applicants must be reliable, patient and trustworthy and be able to work with the employer in a family atmosphere, but also to be confident to work with the boy on a 1:1 basis. The boy’s safety and care needs being the highest priority at all times. |

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| **8. PERSONAL QUALITIES** |
| The successful applicant should have a caring, fun personality, and have an enthusiastic approach to life. However it is important that applicants are responsible adults, experience is necessary as is a caring nature, which is of the upmost importance. |

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| **10. ANNUAL LEAVE ENTITLEMENT** |
| 28 days pro rata annual leave is paid. The employer does not recognise public holidays. |

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| **11. 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) |

**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 children or adults with support needs |  |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:  To accept delegation and to also work without supervision  Use own initiative/self motivation  Form and maintain good working relationships with family members  Be flexible and adaptable  Use a positive and supportive approach  Work to guidelines and procedures | Awareness of child support & protection issues |
| **Inter-personal and social skills** | Ability to remain calm and composed in challenging situations  To work in a non judgmental manner  Good communication skills  A sense of humor  Outgoing personality |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping  **Driving licence essential** |  |