**Job Description**

**Job Reference Number HT0622SM**

**Job Title:** Carer

**Reporting to:** Employer will be the Grandson of lady who requires support

**Location:** Tarland

**Rate of pay:** £10.91

**Hours of work**:

Tuesday - Friday Teatime

Flexible for 1 hour between 4.00pm and 6.30pm

Saturday or Sunday - 2 shifts,

Flexible for 1 hour between 8.00am - 10.30am

1 hour 7:30pm - 8:30pm

**Nature of the job role:** To offer support & companionship to an older lady in her own home with all aspects of care. And assist with meals

**Main duties:**

**Get up in the mornings or to settle in to bed for the night**

Assistance with personal care

Put on or take off elastic stockings

Prompt with Medication

Assist with preparing meals

**Teatime visit to assist with tea, med prompt and check he is well**

Put on washing

Light housework

Companionship

Assistance with Household tasks

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

Training will be provided as required

**Annual Leave:**

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

**Desirable:**

Caring, presentable, reliable and punctual.

Car Owner/Driver due to location

**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)** |
|  |  |  |
| **Experience** | Experience of working with adults/children with support needs | Experience of working with people in their own home |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively * Use own initiative/self motivation * Form and maintain good working relationships with colleagues and 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** | Able to work flexible hours to meet the needs of the service  Good timekeeping |  |