**JOB DESCRIPTION**

**Ref no: II0424SM**

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

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| **2. JOB IDENTITY** | |
| **Position:** Befriender | **Location: Inverurie** |
| **Hours of Work:**  3 hrs per week  Any evening after school, or Sat, Sunday  Hours flexible | **Term:**  This post will be subject to PVG Disclosure Scotland.    **Permanent**  Probationary period of three months. |

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| **3. PAY** |
| The hourly rate is **£10.90 per hour** per hour. |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| I am a 9yr old boy who has ADHD, and I am looking to find an carer who can befriend, supervise and encourage me to socialize and partake in activities I need constant supervision, but if you have a lively, fun personality, and an enthusiastic approach to life, please apply for this position. PVG scheme membership will be required.  Befriender/Carer will be working on a one-to-one basis with the boy requiring support. They will interact with the boy and accompany and support to and from social activities. They will support, actively motivate, and guide the boy whilst in the community/activity. The employer will direct them as to destination and activity, at the start, or prior to every shift. It is important for the staff member to report back to the employer on any issues that arise during their shift. |
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| **5. MAIN DUTIES** |
| Befriender required to support and assist with the following duties:  1. Accompanying and support the boy to go to social activities.  2. To assist to socialize and partake in activities in the community & with other children.  3. Provide emotional & practical support.  4. Encouraging with social interaction to help motivation.  5. Provide constant supervision.  6. To drive me to activities, I enjoy, trampoline, Outdoor activities, Aquariums (love sharks), trains.  7. To be able, aware what is available in the local and surrounding communities and to be able pre-plan events. 8. Following outcomes in the support plan. |
| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVEN TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Befriender/Carer will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs of the boy 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 always be observed. |

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| **7. TRAINING** |
| Training will be provided: • Child Support & Protection |

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| **8. PERSONAL QUALITIES** |
| The successful applicant should have a, fun personality, and have an enthusiastic approach to life. However, it is important that applicants are responsible adults, preferably with experience in working with children. They must be dependable, trustworthy and be positive & encouraging in their outlook to the work. The safety of the teenager must always be the highest priority.  Driving license & car essential due to the nature of the job. |

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| 9. ANNUAL LEAVE ENTITLEMENT |
| 28 days pro rata annual leave is paid. The employer does not recognize public holidays. |

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| **10. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| References from two referees, one of whom should be a current or recent employer or an academic reference, are required. Employees may be required that you register with the PVG (Protecting Vulnerable Groups) Scheme. Further information can be found at www.disclosurescotland.org.uk |

**Cornerstone’s Self Directed Support Service exists to support people to employ their own Reliable Persons 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 children/adults with special needs |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant 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 colleagues and staff from other agencies * Work independently or as part of a team * Be flexible and adaptable * Use a positive and supportive approach |  |
| **Inter-personal and social skills** | A caring disposition  Good communication skills | A good sense of humour  Enjoys working as part of a team |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service.  • Good timekeeping | Valid driving license & access to a vehicle |