**Job Description**

**Job Reference Number: IR0722HZ**

**Job Title**: Personal Assistant

**Reporting to**: The employer will be the father of the client

**Location**: Leslie, Insch

**Rate of pay**: £10.50 per hour & 50 miles per week at 45p per mile

**Hours of work**: Relief to cover sickness and holidays

**Nature of the job role**: To support/accompany a sixteen year old boy on outings and trips in the wider community. The young man is on the autistic spectrum.

**Main duties**: To drive (if have own vehicle and business insurance) or accompany using public transport/ out in the wider community to visit, cinema/ museums etc. To keep the client safe and secure whilst out in the community.

**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.

**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****Experience of supporting people on the autistic spectrum** |
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| **Experience** | Experience of working with adults/children with support needs, especially learning disability | Experience of working with people in their own home/ and in the wider community. |
| **Education and Qualifications** | Good standard of educationWillingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:* Communicate clearly and sensitively
* Use own initiative/self motivation
* Be flexible and adaptable
* Work independently or as part of a team
* Use a positive and supportive approach
* To be responsible and safety conscious at all times
 | Ability to:* Form positive relationships with family
* To make sensible and responsible decisions to maintain the clients safety at all times.
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| **Inter-personal and social skills** | Good communication skillsA sense of humour, happy disposition |  |
| **Additional requirements for this post** | Reliable/ responsibleGood timekeeping | Valid driving licence and access to a vehicle with business insurance desirable. |