**Job Description**

**Ref: IS0522SM**

1. **The Employer**

The employer will be the parents of the 11-year-old male who requires support for social outings and improve his independence also within the home

1. **Job Identity**

**Job Title:** Befriender/Carer

**Location of Job**: Inverurie

1. **Working Hours**

**School Term**

**Carer required for 6 hours alternative Saturday**

**10am – 4pm (Hours flexible)**

**School Holiday’s**

**Friday**

**9.15am – 3.15pm**

**Could be 2 different carers, please state on application hours available**

**4. Rate of Pay**

£10.91 per hour

Nature of the job role:

To be a befriender/carer for active boy with Autistic Spectrum Condition

To give the family some respite

To assist with a variety of tasks which will support him in his own home and outside life, allowing him to lead an independent lifestyle, to maintain a healthy level of physical activity and to help him to learn more about life outside the family home. To work on a one to one basis and required to provide all aspects of personal care, development and safety

Enjoys Swimming, Cinema, DVD’s painting

Very affectionate and loves cuddles

Non-verbal but uses Makaton and has a communication device/tablet

1. **Job Purpose and Way of Working**

Befriender/Carer required to provide one to one support and offer companionship to a young 11 yr. old boy in his own home & to assist and access activities and maintain social independence.

* If required, to make drinks and meals, cut up food and monitor
* Prompt with toileting if required.
* Support in going to the local park and community walks
* Provide companionship to the young male
* To keep him happy and entrained in his home, garden e.g. walking, running, playing on iPad/iPhone
* Encourage socialising in the community and in time develop new interests.
* Following advice given by Health Professionals & parents, involved with the boy’s care
* Following advice and instructions from the employer
* Respecting the Childs privacy and his families– ensuring confidentiality always
* Maintaining a happy working environment;
* Maintaining the boy’s safety at all times, must have 1;1 at all times

The above is not an exhaustive list of duties and you will be expected to perform different tasks necessitated by your changing role within the employment.

**Any questions concerning these duties may be asked at the interview stage. Full training will be provided for all successful applicants.**

1. **Supervision and reporting relationships**

Personal Assistant will be directed by and accountable to the employer. It is necessary to ask the employer what the care needs are, observing their directions and requests. It is also necessary to respect their privacy.

1. **Skills, abilities and desirable personal qualities**

Applicants must be reliable, trustworthy and punctual and must be able to work with the employer on a one-to-one basis.

Preferable Autism Experience and Awareness

1. **Training**

Full training will be provided and paid for by the employer.

1. **References and the Protecting Vulnerable Groups Scheme**

A reference from 2 employers, one of which should be current or recent is required. Employees may be required to register with the PVG (Protecting Vulnerable Groups) scheme. Further information can be found at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk).

To apply for this position, please contact 01467530522

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)** |
|  |  |  |
| **Experience** | Experience of working with people | Experience of caring in health or voluntary settings  Autism Experience and Awareness |
| **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 * 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 |
| **Qualities** | 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 | Valid driving licence and access to a vehicle |