**Job Description**

**Job Reference Number: IS0924SM**

**Job Title: Support Worker/Personal Assistance**

**Reporting to:** The employer will be the mother of the 18-year-old girl.

**Location: Inverurie**

**Rate of pay:** £12.66 per hour

**Hours of work:** 27.5 hrs per week

Monday to Friday

10am – 3.30pm

Could be job Share.

**Nature of the job role:**

**I am a happy lively & active 18-year-old with severe ASD & profound learning difficulties who requires an energetic, caring, fun-loving & experienced S/W or P/A’s with a clean driving licence and access to a car, who will fully support me to access activities in my local community.**

**I love going for walks in the local area, swimming & will be attending a day service with your support.**

**I need support in all aspects of my life & I am looking for someone who will play a vital role, helping me to develop my confidence, resilience & life skills.**

**Ideally you will be caring, compassionate & patient, someone I can learn to trust. You must be reliable, conscientious & Consistent.**

**I am non-verbal with limited communication, so at times become frustrated & display challenging behaviours.**

**Main duties:**

* Provide 1-1 support & supervision in various settings.
* Build up confidence & trust with one another.
* Full assistance with personal care & slips changes.
* Full assistance with snacks & meals
* Always ensuring safety when outside & indoors
* Accompany me on walks, swimming or any other enjoyable activity identified by my family.
* Always ensure her safety, when outside or indoors
* Accompany & support me to attend a day service.
* Provide & encourage interaction & sensory stimulation/regulation.
* Prevent and protect from getting into dangerous situations by giving constant supervision.
* Carrying out any other duties consistent with the support plan
* Following advice given by Health professionals involved in my care.
* Confidentiality must always be observed, and it is also necessary to respect the privacy of the family.

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

* Autism
* Adult Support & Protection

**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 two employers, one of which should be current or recent will be required. Employees will 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)** |
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| **Experience** | Experience of working with adults/children with support needs  Knowledge of Autism | Experience of working with people in their own home |
| **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 due to noon-verbal individual. * Use own initiative/self-motivation. * Form and maintain good working relationships with colleagues and staff. * 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** | * Excellent communication skills with the ability to engage in a positive and supportive manner. * A sense of humour & happy disposition | Kind & caring  Honest & trustworthy  Empathy |
| **Additional requirements for this post** | * Able to work flexible hours to meet the needs of the service. * Good timekeeping, reliable & consistent | Clean Driving Licence & access to a car with business insurance is essential |

Please state on application days and times available