**Job Description**

**Job Reference Number: JL0125DM**

**Job Title:** Befriender/Personal Assistant

**Reporting to:** The employer will be the mother of the young boy.

**Location:** Laurencekirk

**Rate of pay:** £12.00 per hour

**Hours of work:** 3 hrs per week

(Flexible, to be discussed and mutually agreed)

**Nature of the job role:**

We are looking for someone to spend time with our son; a lovely, active 9-year-old boy with additional support needs (ASN).

Ideally you are a gentle and patient person who my son can learn to trust. This role is all about building a positive and trusting relationship to encourage him to explore new experiences while engaging in activities he loves, like Lego building, crafting, and gaming.

You must be reliable, flexible with a proactive attitude and fun personality.

**Main duties:**

* To start with, build confidence & trust with one another so would just be at home or with family.
* Be a consistent and positive presence, creating a safe and nurturing environment.
* Encouragement and guide with social interaction.
* Provide interaction with the young boy in order to help motivation.
* Provide encouragement and support to help him feel confident stepping out into the world.
* Gradually introduce him to new experiences and community activities that match his interests and pace.
* Always ensure his safety.
* Carrying out any other duties consistent with the support plan.
* Following advice given by Health professionals involved in this boy’s care.
* Confidentiality must always be observed, and it is also necessary to respect the privacy of the family.
* Experience working with children, particularly those with ASN, is highly desirable.

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

* First Aid
* Child Protection

**Annual Leave:**

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

**Desirable:**

Caring, adaptable, reliable and punctual.

**References and Protecting Vulnerable Groups (PVG) Scheme:**

A reference from 2 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 | 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** | * Good timekeeping | * Valid driving license and access to a vehicle with business insurance |