JOB DESCRIPTION

Ref no: KF0422HS

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| 1. EMPLOYER |
| The employer is to be the mother of the boy who requires support |

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| **2. JOB IDENTITY** | |
| **Post title: Personal Assistant** | **Location - Kintore** |
| **Hours of Work**:  12 hours per week during the school holidays  (Times and days to be discussed and agreed) | **Term:**  Permanent subject to a 3 month trial period |

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| **3. PAY** |
| **£10.91 per hour** |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Personal Assistant will be working on a 1:1 basis with the boy who requires support and is a wheelchair user, and will accompany him to social activities /clubs and support in the home and assist with personal care. The Personal Assistant will be directed by the employer (Mum) as to which activity they will be attending at the start or prior to every shift. |

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| **5. MAIN DUTIES** |
| Personal Assistant required to support and assist with the following duties:   1. Accompany and support to leisure and social activities, including swimming, bowling & cinema and any other as directed by employer 2. Encouragement and guide with social interaction 3. Provide interaction with the boy in order to help motivation 4. Prevent and protect from getting into dangerous situations by giving constant supervision 5. Carrying out any other duties consistent with the support plan 6. Following advice given by Health professionals involved in this boy’s care 7. Ensure high personal hygiene standards 8. Give a drink as required and help with feeding 9. Change nappy when required and personal hygiene 10. Assist with transfers from chair to wheelchair, to get in and out of car 11. Assist with communication via talker, tablet 12. Assist with exercises   **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVE TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Personal Assistant will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs 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 be observed at all times. |

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| **7. WAY OF WORKING** |
| The Personal Assistant should have a fun personality and have an enthusiastic approach to life, and will be working on a one-to-one basis with the boy requiring support. They will interact with and accompany, join in and support to and from social activities. They will support, actively motivate, and guide whilst in the community/activity. They will be directed by the employer 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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| **8. PERSONAL QUALITIES** |
| The successful applicant should have a lively, fun personality, and have an enthusiastic approach to life. However, it is important that applicants are responsible adults, experience is necessary as a caring individual is of the upmost importance. They must be reliable, trustworthy and be positive & encouraging in their outlook to the work. The safety of the boy must be the highest priority at all times. Driving licence and access to a vehicle is essential due to the nature of the post; also have the ability to handle a wheelchair. |

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| **9. TRAINING** |
| Training will be would be provided:   * First Aid * Child Protection * Epilepsy * Moving & Handling |

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| **10. ANNUAL LEAVE ENTITLEMENT** |
| 28 days pro rata annual leave is paid. The employer does not recognize public holidays. |

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| **11. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 employers, one of which should be current or recent is required. Employees will be required that you register with the PVG (Protecting Vulnerable Groups) Scheme. Further information can be found at [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk) |

**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 * 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 humor * Outgoing personality |  |
| **Additional requirements for this post** | * Able to work flexible hours to meet the needs of the service * Good timekeeping * Full Driving License and access to a vehicle |  |