**Job Description**

**Ref: KT0422SM**

1. **The Employer**

The employer will be the parents of the 16year old female who requires support for social outings and improve her independence

1. **Job Identity**

**Job Title:** Personal Assistant/Befriender

**Location of Job**: Alford

1. **Working Hours**

**4 - 8 hours every week or**

**32 hrs flexible per 4 weeks**

**4. Rate of Pay**

£10.81 per hour

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

Personal Assistant required to provide one to one support and offer companionship to a young 16-year-old female in her own home & to assist and access activities and maintain social independence.

Must love animals

* If required, to make drinks and meals
* To take the female out for a hot chocolate, walk, outings locally.
* Assist to do gardening and grow plants
* Assist with grooming pony, walk dogs, feed guinea-pigs etc
* Play board games, do arts and crafts, knitting, baking
* Need to assist with transfers
* May have to assist to change clothes after toileting
* Support in going to the park and walks
* Provide companionship to the young female
* Encourage socialising in the community and in time develop new interests.
* Following advice given by Health Professionals & parents, involved with the female’s care
* Following advice and instructions from the employer
* Respecting the female’s privacy and her families– ensuring confidentiality at all times
* Maintaining a happy working environment;
* Maintaining the female’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**

|  |  |  |
| --- | --- | --- |
| **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  Must love animals |
| **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 |