**Job Description**

**Job Reference Number: LI1024SM**

**Job Title**: Befriender / Organiser

**Reporting to**: The employer will be the lady requiring support.

**Location**: Inverurie

**Rate of pay**: £12.00 per hour

**Hours of work**: 2 hours a week

**Nature of the job role**

To support an elderly lady in her house by offering her companionship and practical help by organising her belongings. The ideal candidate has experience working with or understanding of vulnerable groups, especially the elderly. Also must be health and safety aware.

**Main duties**:

To offer a companionship to the lady in her house

To assist the lady by organising her personal belongings under her supervision

To take initiative when needed to help make her house a safer environment for her

Long term plan would be to help the lady gain confidence to venture out in her personal car

To maintain a safe working environment.

To respect confidentiality at all times.

Follow the care plan and advice given by other care professionals.

**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 also 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 elderly would be beneficial, but transferrable skills will also be considered | Experience of lone working with people in their own home, and in the community. |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively. Be a good listener. * Use own initiative/self-motivation * Be flexible and adaptable * Work independently * Use a positive and supportive approach * Ensure the safety and well-being of the lady at all times | Ability to:   * Form positive relationships with the lady |
| **Inter-personal and social skills** | Excellent communication skills  A sense of humour, happy disposition |  |