**Job Description**

**Job Reference Number: MA0825LP**

**Job Title:** Support Assistant

**Reporting to:** The employer will be the mother of the 16yr old boy with Autism

**Location:** Alford

**Rate of pay:** £13.86 per hour, Overnight rate £55.99

**Hours of work:**

15 hrs per week

10 x sleepovers annually (15 hrs + sleepover rate per night)

These hours may include weekends on occasion, flexibility is required

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**Must have driving licence**

**Main duties:**

**To provide one to one support for autistic teen who is extremely active and enjoys regular trips out and about in and around Aberdeenshire (in the car)**

**Also provide support during his regular volunteering work in the local community and activities such as his weekly Gym session,3 D Printing for example.**

**Help & support with making him feel included in his community by providing support with such things as social communication and social interaction while promoting his independence, dignity & choice**

**May suit someone interested in physical activities and neurodiverse conditions**

**(Autism Specific Training (to the team) will be available from the employer**

**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, presentable, 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)** |
|  |  |  |
| **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** | * Able to work flexible hours to meet the needs of the service * Valid driving license and access to a vehicle with business insurance * Good timekeeping | Car Driver |