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| Job Description  REF –MB0322FR | | |
| 1 | Employer | |
| The employer will be the wife of the gentleman that requires care. | | |
| 2 | Job Identity | |
| **Post Title:** | | Carer(s) |
| **Location:** | | Boddam |
| **Hours of Work:** | | **20 hours per 4 weeks**  **Weekdays only**  **Flexible** |
| **Term:** | | Permanent. Subject to a 3-month trial period |
| 3 | Remuneration | |
| **Hourly Rate:** | | **£10.50** |
| 4 | Job Description | |
| I am looking for a kind, friendly person, who will support, keep safe and be a companion to my Husband at home and when out socialising, to enable me to have some respite time.  Please note the household has a very friendly dog | | |
| 5 | Main Duties | |
| * To keep company and engage in conversation * To respond to his needs * Keep him safe at all times * Provide refreshments as required * Following advice given by Health Professionals * Following advice and instructions from the employer * Respecting privacy – ensuring confidentiality at all times. * Maintaining a happy working environment   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 duties may be raised at the interview stage*  *Full training shall be offered to any successful applicant and shall be paid for by the employer* | | |
| 6 | Supervision | |
| The Carer(s) will be directed by and shall be accountable to the employer.  It is necessary to ask the employer what the duties are, observing her directions and requests. It is also necessary to respect the privacy of the employer and family members. | | |
| 7 | Personal Qualities | |
| The Carer(s) must be reliable, trustworthy and be positive & encouraging in their outlook to the work. | | |
| 8 | Training | |
| All Training would be offered and paid for by the employer. | | |
| **References and the Protecting Vulnerable Groups Scheme**  A reference from 2 employers, one of which should be current or recent is required. Employees will 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/)  Cornerstone’s Direct Payments Support Service exists to support people to employ their own Personal Assistants and/or purchase services using Direct Payments. As an organization 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**

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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** | Preferably with previous care experience, but willing to consider someone who has not worked in the care sector | Experience of caring in health or voluntary settings |
| **Education and Qualifications** | Good standard of education  Competent in spoken English  Willingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | Ability to:   * Accept delegation and work without supervision * Good team worker * Recognise your own limitations * Create and maintain a good relationship with the employer while maintaining family privacy * Good verbal and written communication skills | Awareness of adult/child protection issues |
| **Qualities** | Ability to   * Remain calm and composed in challenging situations * To work in a non judgemental manner * Work to guidelines and procedures * Good sense of humour |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping - Access to a vehicle on a bus route but limited buses |  |