JOB DESCRIPTION

Ref no: MCKE0321FR

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| 1. EMPLOYER |
| Parent with experience of working in the Health & Social Care sector |

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| **2. JOB IDENTITY** |
| **Post title:** Personal Assistant | **Location:** Ellon |
| **Hours of Work:**Full and Part-time Opportunities available | **Term:**Permanent, Subject to a six-month probation period |

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| **3. PAY** |
| £ 10.91 per hour |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Would you like to make a difference? Are you up for a challenge? Are you fit and healthy or would you like to be? Then, this may be just the position for you. Our service has recently been accredited by the National Autistic Society. Would you like to join us?I’m a fit, active young man who enjoys getting out & about on a daily basis & need support to help me communicate effectively, complete my personal care and housework. I enjoy a variety of community-based activities & I’d love to spend time with a Personal Assistant who wants to learn how to support me in everyday life. Would you like to know more about this position? If so, then please contact us using the details below. |

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| **5. MAIN DUTIES** |
| * Support with social outings/activities.
* Support me to learn new skills
* Support with personal care
* Administration of daily medication.
* Completion of housework.
* Ensuring confidentiality at all times.
* Working as a Team member in a happy working environment.
* Maintaining your own safety alongside mine at all times.
* Any other duties consistent to the duty and authorised by the employer.
* Using and following in depth support plans created to ensure staff can work together as a team.
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| **6. SUPERVISION** |
| Regular supervision sessions will be provided |
| **7. PERSONAL QUALITIES** |
| Suitable applicant must be experienced, reliable, trustworthy, patient and punctual. Must be able to work with the employer to achieve the best possible level of care. Driving License preferred. |
| **8. TRAINING** |
| Full training will be given alongside an opportunity to shadow existing staff for four weeks. |
| **9. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from two 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.org.uk](http://www.disclosurescotland.org.uk)  |

**Cornerstone’s Self Directed Support Service exists to support people to employ their own Personal Assistants 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**

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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 additional support needs | Experience of caring in health or voluntary settings |
| **Education and Qualifications** | Good standard of educationWillingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | Excellent communication skills and the ability to follow professional guidelines regarding communication toolsAbility to interpret an individual’s needs from their non-verbal languageAbility to recognise challenging behaviors as a form of communicationAccept delegation and work without supervisionGood team workerRecognise your own limitationsCreate and maintain a good relationship with the employer while maintaining family privacy | Ability to form positive relationships with individualsAwareness of adult/child protection issues |
| **Inter-personal and social skills** | Ability to-:Remain calm and composed in challenging situationsTo work in a non-judgmental mannerWork to guidelines and procedures |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the serviceGood timekeeping | Valid driving license and access to a vehicle with business insurance |