JOB DESCRIPTION

Ref no: MCP0622SW

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| 1. EMPLOYER |
| The employer will be the mother of the child who requires support. |

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| **2. JOB IDENTITY** | |
| **Post title: Support Worker** | **Location: Peterhead** |
| **Hours of Work:**  **5 hours per week term time**  **10 hours per school holidays**  flexible to be discussed at interview | **Term:**  Permanent, Subject to a three month probation period |

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| **3. PAY** |
| **£ 12.49 per hour** |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| To provide support for our Autistic son who is 11 years old. He is a very laidback and likeable boy. He does prefer quieter places & can struggle to cope with noise, but with encouragement this will hopefully improve in time. He enjoys being outdoors, going for walks, cinema and swimming.. We are looking for someone who understands autism, a be willing to encourage and motivate, to help build his confidence in situations & communicate effectively. Being patient, kind and caring at all times. |

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| **5. MAIN DUTIES** |
| Support Worker required to support and assist with the following duties :   * To support him in the family home and in the community * To follow teaching styles already in place to help our son communicate effectively * To help and encourage to be confident in his activities and to learn new skills * To optimise his access to the community. * To be proactive in looking for new activities or groups he may want to attend * To drive child to some of their activities, encourage to walk or take public transport * Respecting the privacy of our family’s – ensuring confidentiality at all times. * Maintaining a happy working environment. * Maintaining my safety at all times. * Any other duties consistent to the duty and authorised by the employer. * Follow the care plan and advice given by other care professionals. |

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| **6. SUPERVISION** |
| Applicants must have experienced in a support role and would need excellent  communication skills and the ability to follow professional guidelines regarding boundaries etc  Ability to interpret an individual’s needs through verbal and non verbal expressions. Observing  Mum’s directions and requirements. Applicant must be reliable, trustworthy and punctual. |

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| **7. PERSONAL QUALITIES** |
| Suitable applicant must be reliable, trustworthy, patient and punctual. Must be able to work with the employer to achieve the best possible level of care. Must respect the privacy of the family and confidentiality of any information obtained within the care setting. |
| **8. TRAINING** |
| Full training will be given, and paid by the employer. Any further questions can be discussed at Interview stage.  Child Support & Protection – elearning First Aid – Classroom based Autism - Elearning |

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| **9. REFERENCES & PROTECTING VULNERBLE 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.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)** |
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| **Experience** | Experience of working with adults/children with support needs (whether through a job role or on a personal basis) |  |
| **Education and Qualifications** | Good standard of education  Willingness 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 tools  Ability to interpret an individual’s needs from their non-verbal language  Ability to recognise challenging behaviors as a form of communication  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  Have a fun, motivated outlook | Ability to form positive relationships with individuals  Awareness of adult/child protection issues |
| **Inter-personal and social skills** | Ability to :-  Remain calm and composed in challenging situations  To work in a non-judgmental manner  Work to guidelines and procedures |  |
| **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 business insurance |  |