JOB DESCRIPTION

Ref no: MF0225EB

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| 1. EMPLOYER |
| The employer will be the young person’s family member. |
| **2. JOB IDENTITY** |
| **Post title:** Personal Assistant/Support Worker. | **Location:** Lochgelly, Fife. |
| **Hours of Work:** Starting end of April.12 Hours per week – Ideally 3 days per week at 4 hours each day. Days and times can be flexible.  | **Term**: Permanent position -Subject to a three-month probation period.  |
| **3. PAY** |
| £ 12.00 per hour |
| **4. JOB PURPOSE AND WAY OF WORKING** |
| I am a young woman who is 19 years old. I have autism and learning difficulties and I’m looking for someone to support me with daily tasks, social outings and help motivate me and build up my confidence. Supporting me would enable me to have a more positive outlook and lifestyle. You must be reliable, and a positive attitude is essential. |
| **5. MAIN DUTIES** |
| Support worker required to support and assist with the following duties:* + - * Motivate and encourage to try new things
			* Accompany on social outings
			* Build a positive working relationship with the young lady and her family
			* Help build confidence
			* Respecting the young lady’s privacy and her family – always ensuring confidentiality
			* Maintaining a happy working environment
			* Maintaining the lady’s safety at all times
			* Any other duties consistent to the duty and authorised by the employer
			* Carry out any other tasks at the request of the employer
			* Follow the care plan and advice given by other care professionals
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| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVE TO ALL SUCCESSFUL APPLICANTS.** |
| **6. SUPERVISION** |
| Personal Assistants/Support Workers will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs are, observing their directions and requirements. It is important to maintain an open and honest relationship with the employer and the lady requiring care. It is also necessary to respect the privacy of the family. Confidentiality must be observed at all times. |

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| **7. PERSONAL QUALITIES** |
| Personal Assistant/Support Worker must be reliable, trustworthy, patient and punctual. Must be able to work with the employer & client and any other professional to achieve the best possible level of care for the lady. 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. |
| **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 people with support needs | Experience of working with people with autism and learning difficulties |
| **Education and Qualifications** | Good standard of educationWillingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:* Communicate clearly and sensitively
* Use own initiative/self motivation
* Form and maintain good working relationships with those involved
* 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
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| **Inter-personal and social skills** | * Good communication skills
* A sense of humour
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| **Additional requirements for this post** | * Able to work flexible hours to meet the needs of the individual
* Good timekeeping
 | * Valid driving licence and access to a vehicle with business insurance
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