JOB DESCRIPTION

Ref no: MF0225SW

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| 1. EMPLOYER |
| THE EMPLOYER IS TO BE THE MOTHER OF THE CHILD WHO REQUIRES SUPPORT. |

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| **2. JOB IDENTITY** | |
| **Post title: Carer** | **Location:** |
| **Hours of Work:**  **Every Friday 8am-4pm**  **3 Saturdays a month 9am-3pm**  Could be extra hours available | **Fraserburgh** |

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| **3. PAY** |
| **The hourly rate is to be £13.86 per hour** |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Carer(s) required to support and care for a lovely teenage boy with special needs, normally on a 2:1 basis. Providing support to him with personal care, feeding, to provide stimulation and supervision. Although experience is required due to his complex care needs, we are looking for someone kind and caring and trustworthy to help us care for our son. |
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| **5. MAIN DUTIES** |
| Personal Assistant required to support and assist with the following duties:   1. **Accompanying and support the child to go to social activities.** 2. **Encouraging with social interaction in order to help motivation** 3. **Provide constant supervision during working hours as he could become ill quickly and must never be left alone** 4. **Be prepared to seek medical assistance if required.** 5. **Record any medicines on a record chart administered to the child.** 6. **Following advice given by Health Professionals involved with the child’s care.** 7. **Ensure high personal hygiene standards in the following: personal care, food preparation and handling, cleansing and disposal procedures.** 8. **Assisting with personal care (to be discussed at interview)** 9. **Ensure personal Timesheets and Diaries are maintained.** |

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| **6. SUPERVISION** |
| Carer(s) will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs of the child are, observing the employer’s directions and requests. It is important to maintain an open and honest relationship with the employer. It is also necessary to respect the privacy of the family.  Confidentiality must be observed at all times. |

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| **7. WAY OF WORKING** |
| Carer(s) will be working on mainly a two-to-one basis. Carers will transport him to and from social activities, accompanying and supporting, actively motivating, interacting, and guiding and assisting with transfers to his wheelchair. The carers will be directed by the employer as to destination and activity, at the start, or prior to every shift. It is important for the carers to report back to the employer on any issues that arise during their shift. There will be a diary to sign in/out, and keep any notes on the day’s activity |

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| **8. PERSONAL QUALITIES** |
| The successful applicant should have a lively, fun personality, and have an enthusiastic approach to life. However, it is important that applicants are responsible adults, preferably with experience in working with children or adults with complex needs. The carers must be reliable, trustworthy and be positive & encouraging in their outlook to the work. The safety of the child must be the highest priority at all times. Driving license essential due to the nature of the job. |

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| **9. TRAINING** |
| Training will be - would be provided:  First Aid Gastrostomy Feeding Medication Administration 3  Food Hygiene Child Support & Protection |

**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 mobility difficulties | Experience of working with people in their own home |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training | SVQ Level II  Makaton or a willingness to undertake 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 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 humor |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping  Valid driving license |  |