JOB DESCRIPTION

Ref no: MHF0421HS

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

|  |  |
| --- | --- |
| **2. JOB IDENTITY** | |
| **Post title: Carer(s)** | **Location:** Hatton of Fintray |
| **Hours of Work:**  Full time hours available  After school, weekend and school holiday hours  (To be discussed and agreed) | **Term:**  This post will be subject to PVG Disclosure Scotland and references  **Permanent:**  Subject to a three month probation period |

|  |
| --- |
| **3. PAY** |
| **The hourly rate is £10.81 per hour** |

|  |
| --- |
| **4. JOB PURPOSE AND WAY OF WORKING** |
| I am a 7 year girl with complex needs that requires gentle care, respect and understanding. I am looking for trustworthy and reliable carer/s to join my small team to support and assist me with my personal care and physical management. There is a lot of manual handling and lifting involved with my care, but training will be provided. You must be keen and confident in providing care. Experience is desirable and a caring nature is essential.  The support would include; personal care, assisting with physiotherapy and any developmental programs, sensory work, administration of medication, tube feeding, manual handling (training will be provided).  **CAR DRIVER ESSENTIAL DUE TO RURAL LOCATION.** |

|  |
| --- |
| **5. MAIN DUTIES** |
| Personal Assistant required to support and assist with the following duties:   1. Interaction. It is important to be aware of the girls needs and wants and to act on these as directed by the employer 2. Assist with physiotherapy, and other developmental programs 3. Personal care 4. Tube feeding and cleaning of equipment 5. Administration of medication 6. Keeping a stock of medication and inform employer if running low 7. Safely operating equipment necessary to care 8. Upkeep and maintain toys and equipment. It is important that’s toys are kept clean and in good order. 9. Provide constant supervision at all times 10. Undergo initial training relating to this post and take part in any subsequent updated training as required by the employer. |

|  |
| --- |
| **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 employers 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. |

|  |
| --- |
| **9. TRAINING** |
| Training will be would be provided and paid for by the employer:   * Child Support & Protection First Aid * People Moving & Handling Medication Awareness * Tube feeding Epilepsy Training |
| **7. SKILLS & ABILITIES** |
| Applicants must be reliable, patient and trustworthy and be able to work with the employer in a family atmosphere, but also to be confident to work with the girl on a 1:1 basis. The girl’s safety and care needs being the highest priority at all times. |

|  |
| --- |
| **8. PERSONAL QUALITIES** |
| The successful applicant should have a caring, fun personality, and have an enthusiastic approach to life. However it is important that applicants are responsible adults, experience is necessary as is a caring individual, which is of the upmost importance. |

|  |
| --- |
| **10. ANNUAL LEAVE ENTITLEMENT** |
| 28 days pro rata annual leave is paid. The employer does not recognise public holidays. |

|  |
| --- |
| **11. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 employers, one of which should be current or recent is required. Employees will be required that you register with the PVG (Protecting Vulnerable Groups) Scheme. Further information can be found at [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk) |

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential**  **(The minimum acceptable levels for safe and effective job performance)** | **Desirable**  **(The attributes of the ideal candidate)** |
|  |  |  |
| **Experience** | Experience of working with children or adults with support needs |  |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:  To accept delegation and to also work without supervision  Use own initiative/self motivation  Form and maintain good working relationships with family members and staff team  Be flexible and adaptable  Use a positive and supportive approach  Work to guidelines and procedures | Awareness of child support & protection issues |
| **Inter-personal and social skills** | Ability to remain calm and compose din challenging situations  To work in a non judgmental manner  Good communication skills  A sense of humor  Outgoing personality |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping  Car driver due to location |  |