JOB DESCRIPTION

Ref no: **MI0325LP**

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| **1. EMPLOYER** |
| The employer is the lady requiring support. |

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| **2. JOB IDENTITY** | |
| **Post title:**  Carer | **Location:**  Inverurie |
| **Hours of Work: 4 Hours per week**  **Permanent**  **Sat and Sunday 2hours each day**  **Also, relief and holiday cover available** | **Term:**  Permanent subject to 3-month trial period |

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| **3. PAY** |
| £12.00 per hour |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Carers required to provide assistance to a lady who need assistance with personal care & maintain her routine and attend her everyday needs, while respecting the rights, wishes and needs of the lady. |

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| **5. MAIN DUTIES** |
| Carers required to support and assist with the following duties:  Morning  To support the lady to get up & dressed also attend to her personal care needs  Assist to toilet  Personal care, shower  Change or make bed  Help with meal prep |

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| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVE TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Carers will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs of the lady are, observing the employers’ directions and requests. It is important to maintain an open and honest relationship with the client. 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** |

Carers will accompany and support the lady, actively motivating, communicating, interacting, guiding and assisting in all areas of support. It is important for the Carers to report back to the employer any concerns that arise during their shift.

Personal assistants will be expected to complete monthly timesheets and submit to the employer to authorise.

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| **8. PERSONAL QUALITIES** |
| The successful applicants should have a lively, fun personality, and have an enthusiastic approach to life. However, it is important that applicants are responsible adults. Personal assistants must be reliable, trustworthy and be positive & encouraging in their outlook to the work. |

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| **9. TRAINING** |
| Training below will be offered and paid for by the employer:   * Adult Support & Protection (online course) |

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| **10. ANNUAL LEAVE ENTITLEMENT** |
| Paid annual leave entitlement will be worked out by the agreed working hours. |

**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 in their own home  Experience of working with adults/children with support needs |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and 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 humour |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping |  |