JOB DESCRIPTION

Ref no: ML0222EB

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| 1. EMPLOYER |
| The employers will be the parents of the boy who requires support |

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| **2. JOB IDENTITY** | |
| **Post title:**  Personal Assistant | **Location:** Laurencekirk |
| **Hours of Work:**  **8.5 hours per week**  Wednesday - 3 hours  Thursday - 3 hours  Friday - 2.5 hours | **Term:**  This post may be subject to PVG Disclosure Scotland    **Permanent:**  Subject to a three-month probation period |

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| **3. PAY** |
| The hourly rate is **£10.91** per hour. |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Reliable Person required to provide support to a nine-year-old boy who has Downs Syndrome to accompany and support him with specific activities in the community. The young person is peg fed at night, however it can occasionally be knocked out and or get infected, but full training will be given with this. |
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| **5. MAIN DUTIES** |
| 1. Developing a supportive and caring relationship whilst encouraging independence. 2. Accompanying him on activities outside the home such as swimming and dancing club. 3. Sharing enjoyment of activities, time spent together and being a positive role model. 4. Ensuring safety at all times and promoting safety awareness. 5. Supporting with behavior in situations where there may be a risk of running off. 6. Maintaining boundaries 7. Following advice and instructions from the employers. 8. Respecting privacy – ensuring confidentiality at all times. 9. Supporting the young person and his family to keep his feeding peg safe and free from infection.   The above is not an exhaustive list of duties and you will be expected to perform different takes as necessitate by your changing role within the employment. |
| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVEN TO ALL SUCCESSFUL APPLICANTS.** |

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

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| **8. PERSONAL QUALITIES** |
| The successful applicant should have a lively, fun personality, and a good sense of humour, and have an enthusiastic approach to life. However, it is important that applicants are responsible adults. They must be reliable, trustworthy and be positive & encouraging in their outlook to the work. |
| **10. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| References from 2 referees, one of whom should be a current or recent employer or an academic reference, are required. Employees may 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) |

****Cornerstone’s Self Directed Support Service**** exists to support people to employ their own Reliable Persons 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** |  | Previous work with young people with Downs Syndrome or other additional support needs |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training |  |
| **Skills/Abilities specific to the post** | Ability to:  Build strong, positive and enabling relationships.  Ability to provide enjoyable experiences while always ensuring safety  Use initiative and motivation  Use a positive and supportive approach |  |
| **Inter-personal and social skills** | Good communication skills  Good sense of humour  Ability to promote socialisation | Able to demonstrate care in a compassionate and nurturing manner |
| **Additional requirements for this post** |  | Drivers Licence and access to a vehicle |