JOB DESCRIPTION

Ref no: MN0621EB

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

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| **2. JOB IDENTITY** | |
| **Post title:**  Personal Assistant | **Location:** Newtonhill |
| **Hours of Work:**  9 hours per week term time and 18 hours per week during school holidays | **Term:**  This post will be subject to PVG Disclosure Scotland  **Permanent:**  Subject to a three-month probation period |

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

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Reliable person required to provide support to a family of a 5 year old girl with additional support needs to accompany them on social activities in the community and in activities at home |
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| **5. MAIN DUTIES** |
| 1. Developing a supportive and caring relationship with the family and young person 2. Providing an extra pair of hands within a busy home and offering one to one fun and creative ideas with the family 3. Accompanying them on activities out with the home, such as trips to soft play and swimming pools 4. Ensuring safety at all times. 5. Following advice and instructions from the employer 6. Respecting privacy – ensuring confidentiality at all times;   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 MAY BE GIVEN TO SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Reliable Person will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs 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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| **8. PERSONAL QUALITIES** |
| The successful applicant should have a caring personality 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. |

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| **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 to register with the PVG (Protecting Vulnerable Groups) Scheme. Further information can be found at [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk)  For more information or to a apply for this position please contact :  Cornerstone SDS, 25 High Street, Inverurie, AB51 3QA  Telephone: 01467 530522/530520. |

****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** | Experience of supporting children with ASD | Experience of supporting people with additional support needs |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:  Build strong positive enabling relationships.  Ability to provide enjoyable experiences while always ensuring safety | Good understanding and knowledge of autism and associated aspects of ASD. |
| **Inter-personal and social skills** | Good communication skills  Good sense of humor |  |
| **Additional requirements for this post** | Availability during school holidays |  |