JOB DESCRIPTION

Ref no: MT0825DM

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| 1. EMPLOYER |
| The employer will be the mother of the lady requiring support |

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| **2. JOB IDENTITY** | |
| **Post title: Relief Driver/Support Worker** | **Location: Torphins** |
| **Hours of Work: 10 Hours per week**  Monday - Friday  (09.30 – 10.30 and 13.00 – 14.00)  **(TO COVER HOLIDAYS & STAFF SICKNESS)** | **Term:**  Permanent, Subject to a three-month probation period |

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| **3. PAY** |
| **£ 13.86 per hour** |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| We are looking for a reliable and compassionate person to support a young lady by providing daily transport to and from her place of work, Monday to Friday when her Support Worker is on holiday or off sick. This is an ideal role for someone who enjoys helping others and can commit to consistent weekday travel.  **Applicants must be at least 25 years old to meet the insurance criteria for driving the wheelchair-adapted vehicle.** |

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| **5. MAIN DUTIES** |
| Relief Driver/Support worker required to support and assist with the following duties:   * Provide safe and punctual transport to and from the individual’s workplace. * Offer light support and reassurance during journeys as needed. * Ensure a calm, respectful and friendly environment during transport. * Communicate effectively with the individual and their family/support network. * Maintain confidentiality and uphold the individual’s dignity at all times. |

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| **6. SUPERVISION** |
| The Relief Driver/Support worker will be employed directly by the mother of the person receiving support and will work independently during shifts.  Guidance and direction will be provided by the mother of the person receiving care, based on daily needs and preferences.  Regular check-ins and open communication are encouraged to ensure the role continues to meet the individual’s needs and expectations. |

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| **7. PERSONAL QUALITIES** |
| Suitable applicant must hold a full, clean driving license and have access to a roadworthy, insured vehicle. Must be friendly, calm and have a patient manner. Must be able to work with the employer to achieve the best possible level of care. Must respect the privacy of the family and confidentiality of any information obtained within the care setting. |
| **8. TRAINING** |
| Full training will be given and paid by the employer. Any further questions can be discussed at Interview stage.  Adult Support & Protection – eLearning |

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| **9. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 employers, one of which should be current or recent may be required.  **PVG will be required for successful applicant.** 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 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 in a social care or voluntary care setting.  Experience of supporting a relative/loved one with physical disabilities. |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training | SVQ Level II |
| **Skills/Abilities specific to the post** | Kind, patient, and respectful approach to care.  Clear and friendly communicator.  Reliable, trustworthy, and able to work independently.  Good time management and use of initiative.  Respectful of privacy and personal boundaries. | Awareness of adult/child protection issues |
| **Inter-personal and social skills** | Empathetic and caring  Reliable and responsible  Self-aware and professional  Respectful of others’ dignity and independence  Proactive and thoughtful |  |
| **Additional requirements for this post** | Good timekeeping  Full, clean driving licence. |  |