JOB DESCRIPTION

Ref no: NAH1221SW

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

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| **2. JOB IDENTITY** | |
| **Post title: Carer(s)** | **Location: New Aberdour** |
| **Hours of Work:**  22 hours per week  Mon – Fri 7.00am – 9am & 7pm – 9pm also flexible hours to allow family respite | **Term:**  Permanent, Subject to a three month probation period |

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| **3. PAY** |
| **£ 10.91 per hour** |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| *“*I am a young girl, I am 9 and I have Rett Syndrome. We are looking for someone to help us in the mornings to get me up and ready for school. We are looking for someone to support me to wash, shower, dress, attend to my personal care, help me with my breakfast/supper, communicate and play with me, as I can not do this independently. There are also some hours to provide my family with some respite. I am non-verbal, but have ways of communicating. Must be caring and friendly and understand how it feels for children requiring support in the family home. |

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| **5. MAIN DUTIES** |
| Support Worker required to support and assist with the following duties:   * To support me to get washed/dressed * To support me with showering * To support me with feeding/drinks * To support me with personal care * To communicate & play with me * To follow teaching styles already in place to help me communicate * Respecting my privacy and my family’s – ensuring confidentiality, at all times. * Maintaining a happy working environment. * Maintaining my safety at all times. * Any other duties consistent to the duty and authorised by the employer. * Follow the care plan and advice given by other care professionals. |

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| **6. SUPERVISION** |
| Applicants do not have to have experienced in a support role, but would need excellent  communication skills and the ability to follow professional guidelines regarding boundaries etc  Ability to interpret an individual’s needs through verbal and non-verbal expressions. Observing  Grand-parents directions and requirements  Applicant must be reliable, trustworthy and punctual and must be able to work with the  employer on a one-to-one basis. |

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| **7. PERSONAL QUALITIES** |
| Suitable applicant must be reliable, trustworthy, patient and punctual. 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 for, by the employer. Any further questions can be discussed at Interview stage. |

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| **9. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 employers, one of which should be current or recent is required. Employees will 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) |

**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 adults/children with support needs |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | Excellent communication skills and the ability to follow professional guidelines regarding communication tools  Ability to interpret an individual’s needs from their non-verbal language  Ability to recognise challenging behaviors as a form of communication  Accept delegation and work without supervision  Good team worker  Recognise your own limitations  Create and maintain a good relationship with the employer while maintaining family privacy | Ability to form positive relationships with individuals  Awareness of adult/child protection issues |
| **Inter-personal and social skills** | Ability to:  Remain calm and composed in challenging situations  To work in a non-judgmental manner  Work to guidelines and procedures  Friendly & caring  Good sense of humour |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping | Valid driving licence and access to a vehicle with business insurance |