**Job Description**

**Job Reference Number: NS0523DM**

**Job Title**: Befriender

**Reporting to**: The employer will be Mum

**Location**: Strachan Area

**Rate of pay**: £13.86

**Hours of work**: 4 Hours per week term time, 10 hours per week during school holidays

**Mileage also included when out on social activities.**

**Days and time can be flexible and discussed at interview**

**Nature of the job role**:

Personal assistant/Carer required to support a happy 14 year old autistic girl with social outings and activities, loves going to the park, trampolining, outdoor adventures

**Main duties**:

Assist with personal care (if required)

To supervise and enable her to participate in activities

To ensure her safety and comfort at all times

To build a stimulating and encouraging relationship

**Training below will be offered and paid for by the employer:**

Training will be provided as required

**Annual Leave:**

28 days pro rata annual leave is paid. The employer does not recognise public holidays.

**Desirable:**

Caring, presentable, reliable and punctual.

**References and Protecting Vulnerable Groups (PVG) Scheme:**

A reference from 2 employers, one of which should be current or recent may be required. Employees may be required to register with the PVG Scheme.

**Cornerstone’s Self Directed Support Service exists to support people to employ their own Personal Assistants and/or purchase services using SDS 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 SDS 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, especially learning disability | Experience of working with people in their own home |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively * Use own initiative/self motivation * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach | Ability to:   * Form positive relationships with family |
| **Inter-personal and social skills** | Good communication skills  A sense of humour, happy disposition |  |
| **Additional requirements for this post** | Reliable  Good timekeeping | Valid driving licence and access to a vehicle with business insurance |