**Job Description**

**Job Reference Number: PH0321HS**

**Job Title:** Personal Assistant

**Reporting to:** The employer will be the mother of the young girl.

**Location: Potterton**

**Rate of pay: £9.36 per hour**

**Hours of work:** 4 hours per week (Hours to be worked at weekends – to be discussed and agreed)

**Nature of the job role:**

I am a shy but playful 3 year old girl with Down’s Syndrome. I am looking for a gentle and patient person who I can learn to trust and build a rapport with. I would like someone to take me to activities or the park and also share new experiences with me. You will ideally have childcare experience and be attuned to my specific needs to help build my confidence and resilience in social situations.

If you are proactive, with an easy going, fun personality, and an enthusiastic approach to life and you think this role is for you, please call for an application pack.

**Main duties:**

* Taking her to activities
* Taking her to the park and any other activity she may enjoy
* Ensure her safety at all times, when outside or indoor
* Provide interaction with the young girl in order to help build confidence and trust
* Prevent and protect from getting into dangerous situations by giving constant supervision
* Carrying out any other duties consistent with the support plan
* Following advice given by Health professionals involved in this girl’s care
* Confidentiality must be observed at all times and it is also necessary to respect the privacy of the family.

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

* Child Protection

**Annual Leave:**

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

**Essential:**

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 will be required. Employees will 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 | Experience of working with people in their own home |
| **Education and Qualifications** | Good standard of educationWillingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | Ability to:* Communicate clearly and sensitively
* Use own initiative/self motivation
* Form and maintain good working relationships with colleagues and staff from other agencies
* Be flexible and adaptable
* Work independently or as part of a team
* Use a positive and supportive approach
 | Ability to:* Form positive relationships with individuals
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| **Inter-personal and social skills** | Good communication skillsA sense of humour |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the serviceGood timekeepingValid driving license and access to a vehicle with business insurance |  |