JOB DESCRIPTION

Ref no: PI0224SM

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| 1. EMPLOYER |
| THE EMPLOYER IS TO BE THE PARENT OF THE TEENAGER WHO REQUIRE SUPPORT. |

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| **2. JOB IDENTITY** | |
| **Post title:** Befriender | **Location**: Inverurie |
| **Hours of Work:**  **4 hrs per week**  ***Prefer every Wed 4pm-8pm or*** |  |
| **3. PAY** | |
| **The hourly rate is £10.90 per hour** | |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| I am a teenager who has Autism and I am looking to find an carer who can befriend, supervise and encourage me to socialize and partake in activities  I need constant supervision, but if you have a lively, fun personality, and an enthusiastic approach to life, please apply for this position.    PVG scheme membership will be required. |

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| **5. MAIN DUTIES** |
| Befriender required to support and assist with the following duties:   1. Accompanying and support the teenager to go to social activities. 2. To assist to socialize and partake in activities in the community. 3. Provide emotional & practical support 4. Encouraging with social interaction in order to help motivation. 5. Provide constant supervision. 6. To drive me to activities, I enjoy Art, craft, gaming, In line skating, cinema 7. To be able aware what is available in the local and surrounding communities and to be able pre-plan events. 8. Following outcomes in the support plan.   **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVE TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Befriender/Carer will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs of the teenager 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 always be observed. |

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| **9. TRAINING** |
| Training will be would be provided:   * Child Support & Protection |
| **7. WAY OF WORKING** |
| Befriender/Carer will be working on a one-to-one basis with the teenager requiring support. They will interact with the teenager and accompany and support to and from social activities. They will support, actively motivate, and guide the teenager whilst in the community/activity. They will be directed by the employer as to destination and activity, at the start, or prior to every shift. It is important for the staff member to report back to the employer on any issues that arise during their shift. |

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| **8. PERSONAL QUALITIES** |
| The successful applicant should have a, fun personality, and have an enthusiastic approach to life. However, it is important that applicants are responsible adults, preferably with experience in working with children. They must be reliable, trustworthy and be positive & encouraging in their outlook to the work. The safety of the teenager must always be the highest priority. Driving license & car essential due to the nature of the job. |

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| **10. ANNUAL LEAVE ENTITLEMENT** |
| 28 days pro rata annual leave is paid. The employer does not recognize public holidays. |

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| **11. 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 that you register with the PVG (Protecting Vulnerable Groups) Scheme. Further information can be found at www.disclosurescotland.org.uk |

**Please state on Application available hours and days**

**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 children/adults with special needs |
| **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. * 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 |
| **Inter-personal and social skills** | * Good communication skills * A sense of humor |  |
| **Additional requirements for this post** | * Able to work flexible hours to meet the needs of the service. * Good timekeeping * Valid driving license & access to a vehicle |  |