JOB DESCRIPTION

Ref no: PM1120AM

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| 1. EMPLOYER |
| Mother of the boy who needs support. |
| **2. JOB IDENTITY** |
| **Post title: Personal Assistant** | **Location: Mintlaw** |
| **Hours of Work:** 18 hours over 4 weeks, negotiable and worked flexibly, depending on the nature of the activity.  | **Term**: Subject to PVG Disclosure check**Permanent:** Subject to 3 months’ probation period |
| **3. PAY** |
| £ 9.30 per hour |
| **4. JOB PURPOSE AND WAY OF WORKING** |
| To support a 13-year-old boy, who has autism, with outdoor and fun activities, whilst giving the mother a respite break. Hours to be worked flexibly depending on the nature of the activity. To support the boy on a 1-1 basis, actively motivating, communicating, interacting, guiding and assisting him during activities. |
| **5. MAIN DUTIES** |
| * To build a positive and trusting relationship with the boy and the mother.
* To actively listen to the boy and to give him your undivided attention.
* To support the boy in all activities and areas of interest.
* To be aware of the boy’s support needs whilst being out and about and doing activities and to ensure that his support needs are met.
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| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVEN TO SUCCESSFUL APPLICANTS.** |
| **6. SUPERVISION** |
| The activities worker will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs of the boy 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 be observed at all times. |
| **7. PERSONAL QUALITIES** |
| The successful applicants should have a lively, fun personality, be outgoing and have an enthusiastic and positive approach to life and activities. You must be a good listener and enjoy working with children. It is important that you are patient and calm in challenging situations. You must be reliable, trustworthy and be positive & encouraging in your outlook to the work.  |
| **8. TRAINING** |
| Training below will be offered and paid for by the employer: Autism Training, Child Support and Protection |
| **9. ANNUAL LEAVE ENTITLEMENT** |
| 28 days (5.6 week) pro rata annual leave is paid.  |
| **10. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 employers, one of which should be current or recent is required. Employees will be required that you 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 SDS.**

**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 supporting children with support needs. | Experience and knowledge of autism |
| **Education and Qualifications** | Good standard of educationWillingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | * Good all-round communication skills, communicating clearly and sensitively.
* Good interpersonal skills
* Good, active listening skills
* Use own initiative, in consultation with the employer
* Work independently
* Use a positive and supportive approach
* Able to deal with challenging situations
* Understanding of good boundaries and the ability to apply those, when required.
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| **Qualities** | * Positive outlook to life and activities
* Outgoing and lively personality
* Able to form positive relationships
* Calm and patient
* A sense of humour
* Trustworthy and reliable
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| **Additional requirements for this post** | * Able to work flexible hours to meet

 the needs of the boy for activities* Good timekeeping
* Able to drive
* Valid driving licence and access to vehicle with business insurance
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