JOB DESCRIPTION

Ref no: PP0222EB

Personal Assistant Required

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| 1. EMPLOYER |
| The employer will be the mother of the boy who requires support |

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| **2. JOB IDENTITY** |
| **Post title:**  Personal Assistant | **Location:** Portlethen |
| **Hours of Work:****6 hours per week term time** **15 hours per week during school holidays****Times and days may be flexible** | **Term:** This post may be subject to PVG Disclosure Scotland **Permanent:**Subject to a three-month probation period |

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| **3. PAY** |
| The hourly rate is **£10.81** per hour. |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Reliable Person required to provide support to a three-year-old boy who has Autism, to accompany him on outdoor activities and in the community. |
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| **5. MAIN DUTIES** |
| 1. Developing a supportive and caring relationship.
2. Accompanying him and the family on activities outside the home, such as going to the playpark, visiting the beach and going to the forest.
3. Sharing enjoyment and enthusiasm of outdoor activities such as woodland walks, exploring etc.
4. Ensuring safety at all times.
5. Supporting with behavior in situations where there may be sensory overload or changes in routine that he struggles to process.
6. Maintaining boundaries.
7. Following advice and instructions from the employer.
8. Respecting privacy – ensuring confidentiality at all times;

The above is not an exhaustive list of duties and you will be expected to perform different takes as necessitate by your changing role within the employment. |
| **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** |
| Reliable Person will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs 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. |

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| **8. PERSONAL QUALITIES** |
| The successful applicant should have a lively, fun personality, and a good sense of humour, and have an enthusiastic approach to life. However, it is important that applicants are responsible adults. They must be reliable, trustworthy and be positive & encouraging in their outlook to the work. |
| **10. 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](http://www.disclosurescotland.org.uk)For more information or to a apply for this position please contact:Cornerstone SDS, 25 High Street, Inverurie, AB51 3QATelephone: 01467 530522  |

****Cornerstone’s Self Directed Support Service**** exists to support people to employ their own Reliable Persons 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** |  | Previous work with young people with Autism or other additional support needs |
| **Education and Qualifications** | Good standard of educationWillingness to undertake relevant study and training |  |
| **Skills/Abilities specific to the post** | Ability to:Build strong positive enabling relationships.Ability to provide enjoyable experiences while always ensuring safetyUse initiative and motivationUse a positive and supportive approachEnjoys outdoor pursuits |  |
| **Inter-personal and social skills** | Good communication skillsGood sense of humour | Able to demonstrate care in a compassionate and nurturing manner |
| **Additional requirements for this post** |  | Drivers license and access to a vehicle |