**Job Description**

**Ref:** **RA1021SM**

**Job Title: Befriender/Personal Assistant**

**Reporting To:** Employer

**Location:** Montgarrie, Alford

**Hours of work:**

**Every Sat or Sunday for 2.5 hrs flexible between 10am -5pm**

**or alternative – Sat or Sunday for 5 hrs**

**Hours are flexible**

**£9.50 per hour**

**Nature of the job role:**

**To be a befriender/carer for active boy with Autistic Spectrum Condition**

**To give the family some respite**

To assist with a variety of tasks which will support him in his own home and outside life, allowing him to lead an independent lifestyle, to maintain a healthy level of physical activity and to help him to learn more about life outside the family home. To work on a one to one basis and required to provide all aspects of personal care, development and safety

**Main Duties:**

Taking him on forest walks, going to playpark

To keep him happy and entertained in his home or garden e.g. walking, running, take out on his bike

Assisting with personal care and development, prompt to go to toilet

To give drinks, snacks, lunch & occasional meal preparation

Accompanying him to activities out with the house

The boy’s safety is the highest priority.

Any other reasonable duties that may be required

**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)** |
|  |  |  |
| **Experience** | Experience of working with adults with support needs | Experience of working with people in their own home or to take out socially |
| **Education and Qualifications** | Good standard of education |  |
| **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 humour |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping |  |