**Job Description**

**Ref: RR0422HS**

1. **The Employer**

The employer will be the mother of the young girl requiring support.

1. **Job Identity**

**Job Title:** Befriender

**Location of Job**: Rothienorman

**Working Hours**: 6 hours per week (to be discussed and agreed)

1. **Rate of Pay**

£10.81 per hour

1. **Job Purpose and Way of Working**

We are looking for an enthusiastic, motivated and flexible individual to support an active young girl. Within the role you will support activities that maximise the young girl’s social skills and widen her horizons.

The duties may also include:

* Supporting the young girl to take part in activities,
* To take responsibility, after discussion with the employer, to arrange outings and trips to local facilities and places of interest for the young girl.

1. **Supervision and reporting relationships**

Personal Assistants will be directed by and accountable to the employer. It is necessary to ask the employer what the care needs are, observing

directions and requests. It is also necessary to respect their privacy.

1. **Skills, abilities and desirable personal qualities**

Applicants must be reliable, trustworthy and punctual and must able to work with the young girl on a one-to-one basis. It is important that you are able to interact with the young girl.

1. **Training**

Full training will be provided and paid for by the employer.

1. **Reference and Disclosure Scotland Checks**

A reference from 2 employers, one of which should be current or recent is required. A PVG disclosure Scotland check will also be required even if you have had one done for another employer recently.

**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** | Interest in working with young people with support needs | Experience of caring in health or voluntary settings |
| **Education and Qualifications** | * Good standard of education * Willingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | Ability to:   * Accept delegation and work without supervision * Good team worker * Recognise your own limitations * Create and maintain a good relationship with the employer while maintaining family privacy * Good verbal and written communication skills | Awareness of child protection issues |
| **Qualities** | Ability to   * Remain calm and composed in challenging situations * To work in a non judgemental manner * Work to guidelines and procedures |  |
| **Additional requirements for this post** | * Able to work flexible hours to meet the needs of the service * Good timekeeping * Valid driving licence and access to a vehicle |  |