JOB DESCRIPTION

Ref no: SB0720WE

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| 1. EMPLOYER |
| THE EMPLOYER IS TO BE THE MOTHER OF THE BOY WHO REQUIRES SUPPORT. |

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| **2. JOB IDENTITY** | |
| **Post title: Befriender/Support Assistant** | **Location**: Ballater |
| **Hours of Work**  **6 hours term time**  **10 hours during school holidays**  **Days & Hours flexible and discussed at interview.** |  |

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| **3. PAY** |
| **The hourly rate is £9.36 per hour** |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Looking for a caring and friendly individual who will befriend, supervise and encourage confidence in the community to a 7 year old boy who has Autism. The role is to support him to attend his activities which include swimming and trampoline. He is a happy, active and very sociable.  Driver & Access to a vehicle essential. PVG scheme membership will be required. |

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| **5. MAIN DUTIES** |
| Personal Assistant required to support and assist with the following duties:   1. Accompanying and support the child to go to social activities. 2. Encouraging with social interaction in order to help motivation. 3. Provide constant supervision. 4. To be able aware what is available in the local and surrounding communities and to be able preplan events. 5. Following outcomes in the support plan. 6. Ensure high personal hygiene standards in the following: personal care, food preparation and handling, cleansing and disposal procedures.   **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 will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs of the child are, observing the employers 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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| **9. TRAINING** |
| Training will be would be provided:   * First Aid * Child Support & Protection |
| **7. WAY OF WORKING** |
| Befriender will be working on a one-to-one basis with the child requiring support. They will interact with the child and accompany and support to and from social activities. They will support, actively motivate, and guide the child 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 lively, 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 child must be the highest priority at all times. Driving license 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 |

**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 |  |