JOB DESCRIPTION

Ref no: SE0622FR

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| 1. EMPLOYER |
| The employer will be the Parents of the Lady who requires support. |

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| **2. JOB IDENTITY** |
| **Post title: Personal assistant**  | **Location: Ellon** |
| **Hours of Work:****18 Hours per week** **1 Sleepover shift****Friday 3pm -11pm (Sleepover) then** **Saturday 7am-10am****Sunday 12.30pm-7.30pm** | **Term:** Permanent, Subject to a three month probation period |

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| **3. PAY** |
| **£ 10.91 per hour** |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| To provide support and assistance to a young lady with Autism, to enable her to maintain an independent lifestyle in her own home. |

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| **5. MAIN DUTIES** |
| * + Providing support to ensure that the young lady is safe at all times.
	+ Providing assistance with meal preparation as required.
	+ Providing support with general household tasks.
	+ Assisting with the administration of medication.
	+ Prompting to attend to personal care as required.
	+ Accompanying the young lady on social outings, weekly shopping trips and work experience.
	+ Providing emotional support as required.
	+ Taking the young lady on outings in the car.
	+ Supporting the young lady to be as independent as possible.
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| **6. SUPERVISION** |
| Applicants must have experienced in a support role and would need excellent  communication skills and the ability to follow professional guidelines regarding boundaries etc  Ability to interpret an individual’s needs through verbal and non verbal expressions.  Applicant must be reliable, trustworthy and punctual. |

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| **7. PERSONAL QUALITIES** |
| Suitable applicant must be reliable, trustworthy, patient and punctual. Must be able to work with the employer to achieve the best possible level of care. Must respect the privacy of the family and confidentiality of any information obtained within the care setting. |
| **8. TRAINING** |
| Full training will be given, and paid by the employer. Any further questions can be discussed at Interview stage.Adult Support & Protection – elearning Autism - Elearning |

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| **9. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 employers, one of which should be current or recent is required. Employees may be required to 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.**