**Job Description**

**Ref:** **IS??SM**

**Job Title: Befriender/Personal Assistant**

**Reporting To:** Employer

**Location:** Inverurie

**Hours of work:**

**6 hrs per week**

**Between Monday & Friday**

**10am to 6pm**

**Hours are days, flexible**

**£10.91 per hour**

**Nature of the job role:**

**To be a befriender/carer for active 6-year-old girl.**

**To give the family some respite**

To assist with a variety of tasks which will support the girl in his own home and outside life, allowing her to lead an independent lifestyle, to maintain a healthy level of physical activity and to help her 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 the girl on forest walks, going to playpark

To keep the girl happy and entertained in her home or garden e.g. walking, running, playing in her mud kitchen, 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 her to activities out with the house

The girl’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 |  |