**JOB DESCRIPTION**

**Ref no: SND0124SW**

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| **1. EMPLOYER** |
| The employer is the lady who requires support. |
| **2. JOB IDENTITY** |
| **Post title: Family Support Worker** | **Location: New Deer** |
| **Hours:** **Monday to Friday 5 – 8pm** | **Term:** Permanent, Subject to a three month probation period |
| **3. PAY** |
| £ 12.66 – 13.86 per hour |
| **4. JOB PURPOSE AND WAY OF WORKING** |
| Looking to recruit family support workers to join a small friendly team. To assist me with my personal care, food preparation and domestic duties as required. To support my daughter in the community and accompany her whilst at her activities.  **A Car driver is essential – driving the employer’s vehicle. Applicants must be confident as at times may have to drive in Aberdeen.** This post at times could be challenging, but very rewarding so we are looking for caring and friendly staff that are aware of disabilities and the impact this has on individuals. Please note the family has pets. The post includes people moving and handling on a 2:1 basis.  |
| **5. MAIN DUTIES** |
| These care needs will include:* To assist with all aspects of meal preparation, personal care, showering, dressing and toileting.
* Support my daughter in the community and whilst at activities
* Keep the house to a high standard of cleanliness
* Assist my daughter as required, with her chores
* Be sensitive, respect the privacy and confidentiality of personal information
* To be understanding and have an awareness of the impact of disabilities
* Attend staff meetings
* To attend training specific to this post
* Work according to guidelines
* Ensure personal care logs are updated
* Follow advice given by health professionals involved with care
* Ensure that guidelines connected to equipment necessary are followed at all times
* Ensure high hygiene standards in the following: personal care, food preparation and handling, cleansing and disposal procedures.
* Provide cover for other assistants in the event of absence due to sickness or holidays
* Any other duties consistent to the duty and authorised by the employer.
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| **6. SUPERVISION** |
| Reliable and experienced person will be directed by and accountable to the employer. It is necessary to ask the lady requiring care what the support needs are, observing their directions and requirements. It is important to maintain an open and honest relationship with the lady requiring care. It is also necessary to respect the privacy of the family. Confidentiality must be observed at all times. |
| **7. PERSONAL QUALITIES** |
| Suitable applicant must be experienced, 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. |

**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**.

**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 caring in health or voluntary settingsMoving & Handling and hoisting trainingExperience of working with adults/children with support needs |
| **Education and Qualifications** | Good standard of educationWillingness to undertake relevant study and training | SVQ Level II |
| **Skills/Abilities specific to the post** | Ability to:Accept delegation and work without supervisionGood team workerRecognise your own limitationsCreate and maintain a good relationship with the employer while maintaining family privacyGood verbal and written communication skills | Ability to form positive relationships with individualsAwareness of adult/child protection issues |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the serviceFull driving licence required – confident driverGood timekeepingMoving & handling experience |  |