JOB DESCRIPTION

Ref no: SP0325SW

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| 1. EMPLOYER |
| Parent with experience of working in the Health & Social Care sector |

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| **2. JOB IDENTITY** | |
| **Post title:** Personal Assistant | **Location:** Peterhead |
| **Hours of Work:**  **32 hours a week plus 2 sleepovers**  **(2 x 24 hours shifts 4pm – 4pm)** | **Term:**  Permanent, Subject to a 3-month probation period |

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| **3. PAY** |
| £ 12.60 per hour Sleepover £55.99 |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Would you like to make a difference? Are you up for a challenge? Are you fit and healthy or would you like to be? Then, this may be just the position for you. Would you like to join us?  I’m a fit, active young man who enjoys getting out & about on a daily basis & need support to help me communicate effectively, complete my personal care and housework. I enjoy a variety of community-based activities & I’d love to spend time with a Personal Assistant who wants to learn how to support me in everyday life. Would you like to know more about this position? If so, then please contact us using the details below. |

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| **5. MAIN DUTIES** |
| * Support with social outings/activities. * Support me to learn new skills * Support with minimal personal care * Administration of daily medication, completion of MARS * Weekly meal planning, Meal prep and cooking of meals * Completion of housework. * Ensuring confidentiality at all times. * Working as a Team member in a happy working environment. * Maintaining your own safety alongside mine at all times. * Any other duties consistent to the duty and authorised by the employer. * Using and following in depth support plans created to ensure staff can work together as a team. |
| **6. SUPERVISION** |
| Regular supervision sessions will be provided |
| **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. Driving License essential. |
| **8. TRAINING** |
| Full training will be given alongside an opportunity to shadow existing staff. |
| **9. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from two employers, one of which should be current or recent is required. Employees will 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.**

**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/children with additional support needs  Experience in supporting people with autism | 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** | Excellent communication skills and the ability to follow professional guidelines  Ability to recognise challenging behaviours as a form of communication  Accept delegation and work without supervision  Good team worker  Recognise your own limitations  To be able to work as part of a team and on an individual basis  Create and maintain a good relationship with the employer while maintaining family privacy | Ability to form positive relationships with individuals  Awareness of adult/child protection issues |
| **Inter-personal and social skills** | Ability to-:  Remain calm and composed in challenging situations  To work in a non-judgmental 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 license and access to a vehicle with business insurance |  |