JOB DESCRIPTION

Ref no: SP0422SW

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| 1. EMPLOYER |
| The employer will be the mother of the young lady requiring support. |

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| **2. JOB IDENTITY** | |
| **Post title:** Support Worker/Carer | **Location:** Peterhead |
| **Hours of Work: 12 – 16 hours per week**  **Wednesday 9am - 3pm**  **Thursday (swim) 10am - 1pm**  **Friday 9am - 3pm**  **(includes one Saturday out of three)**  **Hours are flexible to suit candidate** | **Term:**  Permanent subject to a 3 month trial period. |

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| **3. PAY** |
| £10.81 per hour |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| To support our daughter living with a physical disability. Supporting her with personal care, community activities and independent living, enabling her to enjoy her life to the full, having fun along the way. Must be able to swim |

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| **5. MAIN DUTIES** |
| Your main aspects of the role will be   * to support with all aspects of personal care, including washing/showering and dressing * Meal times, eating and fluid intake * Taking her medication * To enable her to access activities, out with the home, such as swimming, cinema & shopping * Maintain good relationships with the family and siblings and also with making friends her own age |

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| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVEN TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Carer will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs 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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| **7. WAY OF WORKING** |

Carer will be working on a 2:1 basis with the individual requiring support. You will accompany and support the individual, actively motivating, communicating, interacting, guiding and assisting in all areas of support. It is important for the staff to report back to the employer with any concerns that arise during their shift.

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| **8. PERSONAL QUALITIES** |
| It is important that applicants are responsible adults, preferably with experience in working with or looking after people. They must be reliable, trustworthy and be positive & encouraging in their outlook to the work. |

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| **9. TRAINING** |
| Below training is mandatory and must be completed. The training will be arranged and paid for by the employer.   * First Aid - classroom based * People moving & Handling – classroom based * Adult Support & Protection (online course) * Medication Administration level 3 (online course) * Food Hygiene – (online course) |

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| **10. ANNUAL LEAVE ENTITLEMENT** |
| 5.6 weeks pro rata annual leave is paid. The employer does not recognise public holidays and all Annual Leave must be requested in advance. |

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| **11. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| If successful a reference from 2 employers, one of which should be current or recent will be required. Employees may be asked to register with the PVG (Protecting Vulnerable Groups) Scheme or update their membership. Further information can be found at [www.disclosurescotland.org.uk](http://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)** |
| **Experience** | Experience of working with people with a physical disability | Experience of caring in health or voluntary settings |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and 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 * Experience in hoisting equipment | Ability to:  Form positive relationships with individuals |
| **Qualities** | 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  Valid driving licence and access to a vehicle  To have or apply for a PVG |  |