**Job Description**

**Job Reference Number: SS0124EB**

**Job Title**: Support Worker/Personal Assistant.

**Location**: Stonehaven.

**Rate of pay**: £12.49 per hour.

**Hours of work**: Monday: 11:30am - 3:30pm, Tuesday: 8:00am - 1:30pm

Wednesday: morning or afternoon, to be discussed. (8am-12pm or 12pm-4pm).

Potentially 13.5 hours per week, with opportunities for overnights, evening socials, overtime and holiday cover. An element of flexibility is required to help work round appointments and family commitments, but always by mutual agreement.

**Job Role:** The job requires elements of moving and handling, medicine administration plus personal care - full training will be provided.

**Main duties**: To support the young man and help him enjoy some social time away from the family, going on pre-arranged outings to a park or the beach. Participate in some tried and tested as well as some new sensory activities.

**Training will be offered and paid for by the employer:** Moving and Handling, Administration of Medication, Adult Support and protection and Infection Control.

**References and Protecting Vulnerable Groups (PVG) Scheme:**

A reference from 2 employers, one of which should be current or recent will be required. Employees will also be required to register with the PVG Scheme.

**Cornerstone’s Self Directed Support Service exists to support people to employ their own Personal Assistants and/or purchase services using SDS 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 SDS 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 working with adults/children with support needs would be beneficial, but transferrable skills will also be considered | Experience of working with people in their own home |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively. Taking time to understand the young man’s opinions and needs. * Use own initiative/self motivation * Be flexible and adaptable * Work independently * Use a positive and supportive approach * Ensure the safety and well-being of the young man at all times | Ability to:   * Form positive relationships with family |
| **Inter-personal and social skills** | Excellent communication skills  A sense of humour, happy disposition |  |
| **Additional requirements for this post** | * physically fit * clean manual driver licence * willingness to drive large mobility vehicle * up to date PVG * sense of humour and ability to listen to blethers! |  |