JOB DESCRIPTION

Ref no: TN1023EB

Personal Assistant Required

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| EMPLOYER |
| The employer will be the mother of the girl who requires support |

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| **JOB IDENTITY** | |
| **Post title:**  Personal Assistant | **Location:** Newtonhill |
| **Hours of Work:**  Relief post  Times may be more flexible during school holidays | **Term:**  This post will be subject to PVG Disclosure Scotland    **Permanent:**  Subject to a three-month probation period |

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| **PAY** |
| The hourly rate is **£12.49** per hour. |

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| **JOB PURPOSE AND WAY OF WORKING** |
| Reliable Person required to provide support to a 11-year-old girl who has spinal muscular atrophy. |
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| **MAIN DUTIES** |
| 1. Developing a supportive and caring relationship with the child and her family. 2. Assist with personal care tasks, showering, toileting, dressing. 3. Ensuring safety at all times. 4. Following advice and instructions from the employer. 5. Respecting privacy – always ensuring confidentiality.   The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessary by your changing role within the employment. |
| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVE TO ALL SUCCESSFUL APPLICANTS.** |

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| **SUPERVISION** |
| Reliable Person will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs are, observing the employer’s 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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| **PERSONAL QUALITIES** |
| The successful applicant should have a lively, fun personality, and a good sense of humour, and have an enthusiastic approach to life. However, it is important that applicants are responsible adults. They must be reliable, trustworthy and be positive & encouraging in their outlook to the work. |
| **REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| References from 2 referees, one of whom should be a current or recent employer or an academic reference, are required. Employees may 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)  For more information or to a apply for this position please contact:  Cornerstone SDS, 25 High Street, Inverurie, AB51 3QA  Telephone: 01467 530522 **Job Ref: TN1023EB** |

****Cornerstone’s Self Directed Support Service**** exists to support people to employ their own Reliable Persons 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** | Previous work with young people | Previous work with young people with additional support needs |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training |  |
| **Skills/Abilities specific to the post** | Ability to:  Build strong positive enabling relationships.  Ability to provide enjoyable experiences while always ensuring safety  Use initiative and motivation  Use a positive and supportive approach | Understanding of Child Development. |
| **Inter-personal and social skills** | Good communication skills  Good sense of humour | Able to demonstrate care in a compassionate and nurturing manner |
| **Additional requirements for this post** |  |  |