JOB DESCRIPTION

Ref no: WF0821SW

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| EMPLOYER |
| The mother of the teenager will be the employer |

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| **JOB IDENTITY** | |
| **Post title:** Relief Carer | **Location:** Fraserburgh |
| **Hours of Work:**  **2 x 35-hour posts or part/time equivalent**  **Monday – Friday and every 2nd weekend**  **Shift Patterns: 7am- 2pm, 2pm – 9pm & 9pm – 7am**  (some flexibility to help cover annual & sick Leave) | **Term:**  Permanent –  subject to a 3 month trial period |

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| **PAY** |
| £10.91 per hour |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Carer(s) required to provide support to my daughter within the family home and to assist with her personal care, feeding, medication administration and to provide stimulation and supervision. Experienced required due to the child’s complex care needs.  Carer(s) will be working on a one-to-one and two-to-one basis. P.A.’s will provide company and support, actively motivating, communicating, interacting, and guiding and assisting in all areas of care. The carer will be directed by the employer and in conjunction with the Care Plan as activity support for the shift. It is important for the P.A. to report back to the employer on any issues that arise during their shift. There will be a diary to sign in/out, and keep any notes on the day’s activity. PA must complete monthly timesheets and submit to employer to authorise. Being trained in British Sign Language would be an advantage, but not essential. |

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| **MAIN DUTIES** |
| * Provide constant supervision during working hours as my daughter can become ill quickly and must never be left alone. * Assisting with personal care including changing, bathing and putting on clothes. (to be discussed at interview) * Accompanying family and supporting the child on leisure and social activities. Which may include cinema, shopping, trips to the beach, ten pin bowling, eating out. * Activities in the home to include baking, crafts, games using an i pad. * Encouraging with social interaction in order to help motivation. * Be prepared to seek Medical assistance if required. * Record any medicines on a record chart administered to the child. * Following advice given by Health Professionals involved with the child’s care using equipment only if instructed to use and training received. * Ensure high personal hygiene standards in the following: personal care, food preparation and handling, cleansing and disposal procedures. * Food preparation and feeding. * Promote communication to include Eye Gaze, body language, BSL and gestures. * Working according to the Care Plan guidelines ensuring outcomes are met. |

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

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| **ANNUAL LEAVE ENTITLEMENT** |
| 5.6 weeks pro rata annual leave is paid. The employer does not recognise public holidays. |
| **SUPERVISION** |
| Carer(s) 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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| **WAY OF WORKING** |

Carer(s) will be working on a one-to-one basis with the individual requiring support. Support Carer(s) will accompany and support the individual, actively motivating, communicating, interacting, guiding and assisting in all areas of support. It is important for the Support Workers to report back to the employer with any concerns that arise during their shift.

Carer(s) will be expected to complete monthly timesheets and submit to the employer to authorise.

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| **PERSONAL QUALITIES** |
| The successful applicants should have a lively, fun personality, and have an enthusiastic approach to life. However it is important that applicants are responsible adults, preferably with experience in working with or looking after people. The Support Workers must be reliable, trustworthy and be positive & encouraging in their outlook to the work. |

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| **TRAINING** |
| Below training is mandatory and must be completed within the first 6 months of employment. It will be arranged and paid for by the employer.   * + First Aid – advanced British Sign Language   + Adult Supporting and Protection Food hygiene   + Manual Handling Medication Administration |

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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 must 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)** |
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| **Experience** | Experience of working with someone with complex needs | Experience of working with people in their own home  Or in the care sector |
| **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 * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach | Ability to:   * Form positive relationships with individuals |
| **Inter-personal & social skills** | 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 | British Sign Language |