JOB DESCRIPTION

Ref no: WK0421HS

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| 1. EMPLOYER |
| The employer will be the mother of the boy who requires support. |

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| **2. JOB IDENTITY** |
| **Post title: Befriender/Buddy** | **Location: Kemnay** |
| **Hours of Work:** **3 hours a week after school****6 hours a week during school holidays****(Hours to be discussed and agreed)** | **Term:** PermanentSubject to a three month probation period |

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| **3. PAY** |
| **£ 9.30 per hour**  |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| “I am a 14 year old boy with ADHD and I am looking for a befriender/buddy who is able to motivate and encourage me getting out and about.I love being outdoors and being in and around water. I would like to access an activity centre where I can try rifle shooting, fishing, etc. Ideally, I would like a fun and enthusiastic person with a laid back personality who could encourage and prompt me to engage with these activities, and perhaps explore some new ones.**Please note the household has pets****Car driver essential** |

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| **5. MAIN DUTIES** |
| Befriender/Buddy required to support and assist with the following duties:* Support with social outings/activities
* Support with basic life and social skills
* Respecting my privacy and my family’s – ensuring confidentiality at all times.
* Maintaining a happy working environment.
* Maintaining my safety at all times.
* Any other duties consistent to the duty and authorised by the employer.
* Follow the care plan and advice given by other care professionals.
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| **6. SUPERVISION** |
| Reliable and experienced person will be directed by and accountable to the employer. It is necessary to ask the employer and the young boy requiring care what the support needs are, observing their directions and requirements. It is important to maintain an open and honest relationship with the employer and the young boy requiring care. It is also necessary to respect the privacy of the family. Confidentiality must be observed at all times. |

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| **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. Must respect the privacy of the family and confidentiality of any information obtained within the care setting. |
| **8. TRAINING** |
| Full training will be given and paid by the employer. Any further questions can be discussed at Interview stage. |

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| **9. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 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) To apply for this position please telephone: **01467 530522** quoting job reference: **WK021HS** |

**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)** |
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| **Experience** | Experience of working with adults/children with support needs | Experience of caring in health or voluntary settings |
| **Education and Qualifications** | Good standard of educationWillingness 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 regarding communication toolsAccept delegation and work without supervisionGood team workerRecognise your own limitationsCreate and maintain a good relationship with the employer while maintaining family privacy | Ability to form positive relationships with individualsAwareness of adult/child protection issues |
| **Inter-personal and social skills** | Ability to :-Remain calm and composed in challenging situationsTo work in a non-judgmental mannerWork to guidelines and procedures |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the serviceGood timekeeping | Valid driving licence and access to a vehicle with business insurance |