**Job Description**

**Job Reference Number: WR0125MC**

**Job Title**: Personal Assistant

**Reporting to**: The employer will be the mother of the young person requiring support.

**Location**: Rothienorman

**Rate of pay**: £13.86 per hour

**Hours of work**: Tuesday 6.30am – 10am, 2pm – 4.30pm Thursday 6.30am – 4.30pm Friday 6.30am – 10am, 2pm – 4.30pm. Every second Saturday 7am – 12.30pm

**Nature of the job role:**

A personal assistant is required for a young lady with complex need to support both her and her family

She requires support with personal care, food preparation and to support her to enjoy her social activities such as attending carriage driving, going on outings and gardening.

**Main duties**:

To support with social activities. This will involve the driving to places locally and therefore you must be a driver.

To maintain a safe working environment

To respect confidentiality at all times.

Meal preparation and personal care would also be required.

 **Training below will be offered and paid for by the employer:**

**Annual Leave:**

28 days pro rata annual leave is paid. The employer does not recognise public holidays.

**Desirable:**

Caring, active, reliable and outgoing individual.

**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 young adults with complex health needs would be beneficial, but transferrable skills will also be considered. | Experience of working with people in their own home and the community.Experience of working with complex health needs. |
| **Education and Qualifications** | Good standard of education.Willingness to undertake relevant training. | Qualification in working with individuals with learning and physical disabilities. |
| **Skills/Abilities specific to the post** | Ability to:* Communicate clearly and sensitively.
* Be a good listener.
* Use own initiative
* Be flexible and adaptable
* Work independently
* Use a positive and supportive approach
* Ensure the safety and well-being of the young person at all times.
* Enjoy social activities
* Work as part of a team that provides the care required for the young lady.
 | Ability to:* Form positive relationships with family.
* Experience of working with additional needs children or young adults.
* Enjoys or is interested in horses.
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| **Inter-personal and social skills** | Excellent communication skillsA sense of humour, friendly and outgoing individual. |  |
| **Additional requirements for this post** | Car driver as there is driving required with use of a mobility car.  |  |