**JOB DESCRIPTION**

**Ref no: EP0924GW**

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

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| **2. JOB IDENTITY** | |
| **Post title:**  Personal Assistant | **Location:** Hatton area |
| **Hours of Work:**  5 hours per week on a weekend, or alternatively 10 hours on a weekend every fortnight. Days and times flexible and to be discussed at interview. | **Term:**  This post may be subject to PVG Disclosure Scotland.    **Permanent:**  Subject to a three-month probation period. |

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| **3. PAY** |
| The hourly rate is **£13.86** per hour. |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| We are looking for two compassionate and patient Personal Assistants (PA’s) to work in conjunction with each other to support twin 6-year-old boys on the autistic spectrum. The ideal candidates will have experience working with children, particularly those on the autistic spectrum. The PA’s will play a vital role in assisting the boys with activities, giving them one-to-one support, promote their development, and ensure their safety and well-being. |
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| **5. MAIN DUTIES** |
| 1. Provide one-on-one support and supervision to the child in various settings, including outdoor environments. 2. Plan and participate in activities that the children enjoy. For example, playing games outdoors or indoors etc. 3. Always ensure the child’s safety, particularly during outdoor activities. 4. Develop a supportive, caring and encouraging relationship. 5. Follow advice and instructions from the employers.   The above is not an exhaustive list of duties and you will be expected to perform different takes as necessitate by your changing role within the employment. |
| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVEN TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Reliable Person will be directed by and accountable to the employers. It is necessary to ask the employers 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 always be observed. |

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| **8. PERSONAL QUALITIES** |
| The successful applicants should be patient, flexible 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. |
| **10. 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 that you register with the PVG (Protecting Vulnerable Groups) Scheme. Further information can be found at [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk) |

**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 organization 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 with additional support needs. |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:  Build strong and positive relationships  Ability to provide enjoyable experiences while always ensuring safety  Use initiative and motivation  Use a positive and supportive approach |  |
| **Inter-personal and social skills** | Strong communication skills. |  |
| **Additional requirements for this post** |  | A valid driver's license and access to a reliable vehicle. |