JOB DESCRIPTION

Ref no: **MK0924GW**

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| 1. EMPLOYER |
| The employer will be the father of the girl who requires support |

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| **2. JOB IDENTITY** | |
| **Post title:**  Personal Assistant | **Location:** North East Scotland College |
| **Hours of Work:**  4 hours a week. Monday, Tuesday, Wednesday & Friday. 30 mins to 1 hour per day (some flexibility will be required) | **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 **£12.66** per hour. |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| We are seeking a compassionate and reliable Personal Assistant (PA) to support a fun and charismatic young woman with learning and physical disabilities. The young woman requires the support of two PA’s to help with personal care during her classroom breaks. You will be the 2nd person to the main PA who will always be present. Perfect candidate would ideally be working or studying at Nescol, or living nearby and looking for additional work. This may also suit someone who may not have a lot of experience in social care, but would like the opportunity to develop their skills whilst working alongside experienced PA. |
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| **5. MAIN DUTIES** |
| 1. Work under the guidance of an experienced PA 2. Provide two to one personal care to a young woman 3. Provide assistance with safe manual handling 4. Ensure client’s dignity and privacy is respected throughout the process   The above is not an exhaustive list of duties and you will be expected to perform different tasks if the need arises |
| **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 employer. And provide support and assistance under the guidance of a full-time, experienced PA to ensure high quality care for a client. It is also necessary to respect the privacy of the young woman. Confidentiality must always be observed. |

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| **8. PERSONAL QUALITIES** |
| The successful applicant should be reliable, flexible and have an enthusiastic approach to life. They must be trustworthy, 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** | Interest in working with young people with support needs | Previous experience of caring in health or voluntary setting |
| **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  Accept delegation  Ability to provide enjoyable experiences while always ensuring safety  Use initiative and motivation  Use a positive and supportive approach | Awareness of vulnerable groups  protection issues |
| **Inter-personal and social skills** | Strong communication skills. |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping skills |  |