**Job Description**

**Job Reference Number: OT1023WE**

**Job Title**: Personal Assistant

**Reporting to**: The employer will be the mother of the young gentleman

**Location**: Torphins

**Rate of pay**: £12.49 per hour

**Hours of work**: 6 hours per week

**Nature of the job role**: The nature of the job is to assist young gentleman, in a wheelchair, to participate in young person’s activities/studies.

Applications from young people welcomed.

Ability to drive would be useful but not essential.

A relaxed and friendly disposition would be advantageous.

**Main duties**: Assisting on trips out, helping on the computer, companionship, as well as helping to dress for outdoors.

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

Training will be provided as required

**Annual Leave:**

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

**Desirable:**

Caring, presentable, reliable and punctual.

**References and Protecting Vulnerable Groups (PVG) Scheme:**

A reference from 2 employers, one of which should be current or recent may be required. Employees may 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 adults/children with support needs.  Experience of working with people in their own home |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:     * Communicate clearly and sensitively * Use own initiative/self motivation * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach | Ability to:     * Form positive relationships with family |
| **Inter-personal and social skills** | Good communication skills  A sense of humour, happy disposition |  |
| **Additional requirements for this post** | Reliable  Good timekeeping | Valid driving licence and access to a vehicle with business insurance |