**Job Description**

**Job Reference Number: BI0925LP**

**Job Title:** Befriender

**Reporting to:** The employer will be the mother of the little boy.

**Location:** Inverurie

**Rate of pay:** £12.60 per hour

**Hours of work:** 3 hrs per week

 Monday, Tuesday or Wednesday

Ideally 9:00am-12:00pm or 9:30am-12:30pm but can be discussed and agreed upon at interview stage

**Nature of the job role:**

I am looking for someone to spend time with my son; an active about to turn 5 years old boy with Autism, he’s a very happy little boy, very affectionate, but can get frustrated if he struggles with being understood.

Ideally you are a gentle and patient person who my son can learn to trust. I would like someone who can build a trusting relationship within our family home. You must be reliable, flexible with a proactive attitude and fun personality.

**Main duties:**

* To start with, build confidence & trust with one another so would just be at home or with family.
* Provide personal care, change nappy when required.
* Always ensure his safety, when outside or indoors.
* Encouragement and guidance with social interaction.
* Prevent and protect from getting into dangerous situations by giving constant supervision.
* Carrying out any other duties consistent with the support plan.
* Following advice given by Health professionals and boys mum.
* Confidentiality must always be observed, and it is also necessary to respect the privacy of the family.

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

* First Aid
* Autism Awareness
* Child Protection

**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 will be required. **Employees will 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 study and training
 | SVQ Level II |
| **Skills/Abilities specific to the post** | Ability to:* Communicate clearly and sensitively
* Use own initiative/self motivation
* Form and maintain good working relationships with colleagues and staff from other agencies
* Be flexible and adaptable
* Work independently or as part of a team
* Use a positive and supportive approach
 | Ability to:* Form positive relationships with individuals
 |
| **Inter-personal and social skills** | * Good communication skills
* A sense of humour
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| **Additional requirements for this post** | * Able to work flexible hours to meet the needs of the service
* Valid driving license and access to a vehicle with business insurance
* Good timekeeping
 | Car Driver & Car |