**Job Description**

**Ref: AA0425SM**

**Job Title:** Carer

**Reporting to:** Employer

**Location:** Aboyne

**Rate of pay:** £13.86 per hour.

**One week – Mon, Wednesday Thursday & Friday - 44 hrs available**

**2nd week – Mon, Tues, Wed, Saturday and Sunday – 55 hrs available**

**Daily hours 7.30am to 6.30pm**

**We are flexible about the hours you can cover or days**

**Person should preferably be able to provide relief and sickness cover for the other days in the fortnight.**

**Applicant should state they can cover all days or some of the other carer(s) days.**

Carer is wanted for an elderly gentleman who needs help with personal care to remain in his own home. With company this carer will ensure he continues to enjoy being out and about visiting places and people watching. Driving licence is essential. Experience beneficial but not essential. Training can be provided.

Some housework duties will be expected; however, these relate to the wellbeing of the client e.g., laundry, cooking, and bathing. Keeping surfaces, equipment, and living areas tidy and clean. You will be expected to attend appointments, order medication and issue medication, as necessary.

Make sure the client wellbeing is maintained through a well-established routine. Drinking, eating healthily, and walking short distances and taking journeys out visiting places are all part of this routine. The client rises every day fairly early, takes a bath, breakfast with P&J, and likes to be out at least once a day (weather and wellbeing permitting); watching some TV before super and early retirement to bed. You are required to assist with this routine too.

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

 Adult Support & Protection

**Annual Leave:**

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

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

A reference from 2 employers, one of which should be current or recent is required. **PVG will be required for successful applicant**

**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
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| **Inter-personal & social skills** | Good communication skillsA sense of humour |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the serviceGood timekeeping | Valid driving license EssentialCar with manual gear box is supplied. |