**Job Description**

**Job Reference Number: CK0222HS**

**Job Title:** Personal Assistant

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

**Location:** Kemnay

**Rate of pay:** £12.49 per hour

**Hours of work:** 6 hours per fortnight. (To be discussed and agreed)

**Nature of the job role:**

I am looking for someone to spend time with my daughter; an active 6 year girl with Autism who is nonverbal but full of personality.

Ideally you are a gentle and patient person who my daughter can learn to trust. I would like someone to take her to activities/on outings, to create fun memories and experiences, while helping her to gain more confidence and resilience in social situations.

Experience working with children, and a knowledge and understanding of children with additional needs is essential. You must also be confident in providing personal care, and are reliable, flexible with a proactive attitude and fun personality.

**Please note the household has a cat.**

**Clean driving licence and access to car required due to rural location.**

**Main duties:**

* Taking her to activities, on outings, etc.
* Provide personal care
* Assistance with her development
* Always ensure her safety, when outside or indoors
* Encouragement and guide with social interaction
* Provide interaction with the young girl in order to help motivation
* 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 involved in this girl’s care
* 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
* 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
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| **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
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