**Job Description**

**Job Reference Number: DB0325PB**

**Job Title**: Support Worker/PA

**Reporting to**: Family member

**Location**:  **Bucksburn, Aberdeen**

**Rate of pay**: £13.00 per hour

**Hours of work**:  **12 hours per week during term time – 6 hours Saturday and 6 hours Sunday; 18 per week during school holidays when an additional 6 hours will be worked during the week. Ideally the times would be from 1.00 p.m. to 7.00 p.m. There is some flexibility with mutual agreement.**

**Nature of the job role To support a pleasant young man who has ADHD, Autism and epilepsy. Accompany on social outings.**

**Main duties**  **Care and support the young man during activities. Ensure his safety at all times. Accompany in the pool when swimming; visiting the Codona’s amusement park where the young man will enjoy the most adventurous rides. Enjoy music together. Other outdoor adventures as agreed with the family.**

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

Training will be provided by the family.

**Annual Leave:**

 28 days annual leave pro rata

**Desirable:**

Experienced and competent with a kind and caring nature.

**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 also 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**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential****(The minimum acceptable levels for safe and effective job performance)** | **Desirable****(The attributes of the ideal candidate)** |
|  |  |  |
| **Experience** | Experience of working with young people who have Autism, ADHD and epilepsy is essential. | Experience of working with people in their own home |
| **Education and Qualifications** | Good standard of educationWillingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:* Communicate clearly and sensitively.
* Be a good listener.
* Use own initiative/self motivation
* Be flexible and adaptable
* Use a positive and supportive approach ensuring the safety of the young man at all times
 | Ability to: |
| **Inter-personal and social skills** | Excellent communication skillsA sense of humour, happy disposition |  |
| **Additional requirements for this post** | Physically fit to ensure safety |   |