|  |  |  |
| --- | --- | --- |
| Job Description  REF – EM1121FR | | |
| 1 | Employer | |
| The employer will be the Woman that requires support. | | |
| 2 | Job Identity | |
| **Post Title:** | | Support Worker |
| **Location:** | | Ellon |
| **Hours of Work:** | | **8 hours per week on a 2 week rota**  **Week 1 Wed & Fri 10am - 12pm & 4.30pm – 6.30pm**  **Week 2 Sat 10am – 1pm & 4.30pm – 6.30pm**  **Sun 10am -12pm & 4.30pm – 6.30pm** |
|  | | Permanent. Subject to a 3-month trial period |
| 3 | Remuneration | |
| **Hourly Rate:** | | **£11.22** |
| 4 | Job Description | |
| I am a warm, caring young woman with a good sense of humour who is looking for a like-minded person to support me with daily tasks and to enable me to enjoy social activities, going to appointments and shopping.  Also provide cover during annual/sick leave | | |
| 5 | Main Duties | |
| * To support with household tasks * To support with personal care * Accompany to appointments and shopping * companionship * Following advice given by Health Professionals * Following advice and instructions from the employer * Respecting privacy – ensuring confidentiality at all times. * Maintaining a happy working environment   The above is not an exhaustive list of duties and you will be expected to perform different tasks necessitated by your changing role within the employment. | | |
| *Any questions concerning duties may be raised at the interview stage*  *Full training shall be offered to any successful applicant and shall be paid for by the employer* | | |
| 6 | Supervision | |
| The Carer(s) will be directed by and shall be accountable to the employer.  It is necessary to ask the employer what the duties are, observing her directions and requests. It is also necessary to respect the privacy of the employer and family members. | | |
| 7 | Personal Qualities | |
| The Carer(s) must be reliable, trustworthy and be positive & encouraging in their outlook to the work | | |
| 8 | Training | |
| All Training would be offered and paid for by the employer. | | |
| **References and the Protecting Vulnerable Groups Scheme**  A reference from 2 employers, one of which should be current or recent is required. Employees will be required to register with the PVG (Protecting Vulnerable Groups) scheme. Further information can be found at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk/)  Cornerstone’s Direct Payments Support Service exists to support people to employ their own Personal Assistants and/or purchase services using Direct Payments. As an organization 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 Direct Payment and not with Cornerstone. | | |