**Job Description**

**Job Reference Number: GB0425SM**

**Job Title**: Support Assistant - **Start date 1/7/25**

**Reporting to**: The employer will be the mother of the adult requiring support.

**Location**: Ballater - Aboyne

**Rate of pay**: 13.86 per hour

**Hours of work**. Mon, Wed & Thursday

8.30am & 3pm x 1 hr

**Nature of the job role:**

Looking for a caring and friendly person who will be able to drive my fun, energetic, active 17 year old to Aboyne and drop off at Day Centre and to pick him up from Aboyne and return him home to Ballater

Experience with working with adults with autism.

**Driver & Access to a vehicle essential**

**Main duties**:

Pick up and transport from Home to Aboyne for Day Centre in the morning

Return journey, pick up 3pm from Day Centre and take Home

To maintain the safety of the 17 yr old at all times & a safe working environment

To respect confidentiality at all times.

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

**Annual Leave:**

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

**Desirable:**

Caring, active, reliable and friendly.

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

A reference from 2 employers, one of which should be current or recent will be 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 children with support needs would be beneficial, but transferrable skills will also be considered | Experience of working with children and adults or children with autism |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training | Qualification in child education. |
| **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 * Work independently * Use a positive and supportive approach * Ensure the safety and well-being of the young person at all times | Ability to:   * Form positive relationships with family * Experience with working with children or adults both at home and out in the community. |
| **Inter-personal and social skills** | Excellent communication skills  Comfortable working with children.  Friendly and outgoing. |  |
| **Additional requirements for this post** | Car driver with access to a vehicle and business insurance is essential. |  |