**Job Description**

**Job Reference Number: GT0725MC**

**Job Title**: Personal Assistant

**Reporting to**: The employer will be the young lady requiring support.

**Location**: Tarves/Ellon Area or Aberdeen

**Rate of pay**: £12.60

**Hours of work**. Term Time August to June Tuesday, Thursday and Friday

**College Support Only: Tuesday, Thursday**. 8.30am to 4.30pm **Friday** 8.30am to 3pm

**From Home to College to support and back Home:** **Tuesday and Thursday** 7.45am to 5pm

**Friday** 8.30am to 3.30pm

**Nature of the job role: Support a young lady to travel to college and provide support while she is at college and to travel back home.**

**Main duties**: Support the young lady to travel to and from college and provide her with support while at college. Assistance with minimal personal care is required, and helping the young lady to safely move around college and improve mobility. A willingness to support with assistive technology and written communication. The personal assistant would also be required to drive the young lady to and from college if this is required, or meet the young lady at college.

To maintain a safe working environment

To respect confidentiality at all times.

**Training 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, confident and friendly individual.

**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 adults with support needs would be beneficial, but transferrable skills will also be considered. | Experience of working with people out with their own home.  Experience of working with people with physical disabilities. |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training | Manual handling training would be great but training will be provided. |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively. * Be friendly and supportive. * 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 client at all times. | Ability to:   * Form positive relationships with client, their family and with college staff. * Experience of working with individuals both at home and out in the community. |
| **Inter-personal and social skills** | Excellent communication skills  Comfortable working with individuals requiring support with mobility.  Friendly and outgoing. |  |
| **Additional requirements for this post** | Car driver is essential if providing support and travel to and from college . Own car would be required for this. |  |