JOB DESCRIPTION

Ref no: LE0725DM

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| EMPLOYER |
| The employer will be the mother of the child who requires support |

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| **JOB IDENTITY** | |
| **Post title: Carer/s** | **Location:** Echt |
| **Hours of Work:**  **32 hours per week.**  Worked over 4 days (Monday, Tuesday, Thursday & Friday). | **Term:**  **This post will be subject to PVG Disclosure Scotland and references**  **Permanent:**  Subject to a three-month probation period |

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| **PAY** |
| **The hourly rate is £13.86 per hour** |

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| **JOB PURPOSE AND WAY OF WORKING** |
| I am a sweet, good natured 18-year-old young man who loves being around people, listening to music, playing with water and going for walks (in my wheelchair). I attend a day center in Inverurie 4 days a week.  I am looking for trustworthy and reliable carer/s to support and assist me with all my daily living needs as I am unable to do this without help. I require help specifically with my personal care, medication, catheter care, hoisting, feeding, etc.  I have a learning disability so you should have an understanding of this, and a willingness and confidence in providing care. Where you do not already have experience an empathetic nature and interest in doing this with a willingness to accept training will be recognized. Nursing experience is preferred but not essential, all training will be provided, however a caring nature is essential.  **Car driver essential due to rural location.** |

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| **MAIN DUTIES** |
| Personal Assistant required to support and assist with the following duties:   1. Interaction. It is important to be aware of the young man’s needs and wants and to act on these as directed by the employer 2. Personal care, including showering, catheter care, etc. 3. Tube feeding and cleaning of equipment 4. Administration of medication 5. Keeping a stock of medication and inform employer if running low 6. Safely operating equipment necessary to care, i.e., hoist and wheelchair 7. Always provide constant supervision. 8. Undergo initial training relating to this post and take part in any subsequent updated training as required by the employer. 9. Any other tasks as directed by the employer. |

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| **SUPERVISION** |
| Care will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs of the young man are, observing the employers’ directions and requests. It is important to maintain an open and honest relationship with the employer. It is also necessary to respect the privacy of the family. Confidentiality must be always observed. |

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| **TRAINING** |
| Training will be provided and paid for by the employer:   * Adult Support & Protection * First Aid * Moving & Handling * Epilepsy * Medication Awareness * Tube feeding * Food Hygiene * Infection Control * Personal Care |
| **SKILLS & ABILITIES** |
| Applicants must be reliable, patient, and trustworthy and be able to work with the employer in a family atmosphere, but also to be confident to work with the young man on a 1:1 basis. His safety and care needs being always the highest priority. |

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| **PERSONAL QUALITIES** |
| The successful applicant should have a caring, fun personality, and have an enthusiastic approach to life. However, it is important that applicants are responsible adults, experience is necessary as is a caring nature, which is of the upmost importance. |

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| **ANNUAL LEAVE ENTITLEMENT** |
| 28 days pro rata annual leave is paid. The employer does not recognize public holidays. |

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| **REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 employers, one of which should be current or recent is required. **Employees will be required that you register with the PVG (Protecting Vulnerable Groups) Scheme.** Further information can be found at [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk) |

**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 or adults with support needs or training in a role to do this (student nurse etc.) |  |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:  To accept delegation and to also work without supervision  Use own initiative/self-motivation  Form and maintain good working relationships with family members  Be flexible and adaptable  Use a positive and supportive approach  Work to guidelines and procedures | Awareness of vulnerable adult support & protection issues |
| **Inter-personal and social skills** | Ability to remain calm and composed in challenging situations  To work in a non-judgmental manner  Good communication skills  A sense of humor  Outgoing personality |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping  **Car driver due to location** |  |