JOB DESCRIPTION

Ref no: LSP0325SW

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| 1. EMPLOYER |
| The employer will be the mother of the boy requiring support. |

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| **2. JOB IDENTITY** | |
| **Post title:** Carer | **Location:** Peterhead |
| **Hours of Work:**  6 hours a Fortnight or 3 a week  Either every second Saturday 9 – 3pm or after school 4 – 7pm | **Term:**  Permanent subject to a 3 month trial period. |

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| **3. PAY** |
| £12.60 per hour |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| To enable our 15 year old Autistic son to access an established routine of activities within the community. |

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| **5. MAIN DUTIES** |
| Your role will be to support our son in activities including, swimming, bowling, badminton, aero planes, music & singing etc. Our son is very happy and kind and is very caring once he gets to know you. Your role will be to encourage him to be as independent as possible and to develop his skills. Encourage socialising in the community and in time develop new interests.  The role would be to encouraging him to partake/attend activities. You will be expected to keep him safe and calm by anticipating his needs and avoiding situations. Our son can communicate, the best he can with words. Keeping the same continuity as is kept at home is key.  We are looking for someone who will help plan activities in advance, involving our son. |

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| **ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVEN TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Carer will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs 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 observed at all times. |

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| **7. WAY OF WORKING** |

Carer will be working on a one-to-one basis with the individual requiring support. You will accompany and support the individual, actively motivating, communicating, interacting, guiding and assisting in all areas of support. It is important for the staff to report back to the employer with any concerns that arise during their shift.

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| **8. PERSONAL QUALITIES** |
| It is important that applicants are responsible adults, preferably with experience in working with or looking after people. They must be reliable, trustworthy and be positive & encouraging in their outlook to the work. |

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| **9. TRAINING** |
| Below training is mandatory and must be completed (this will be arrange don your behalf):   * First Aid) * Autism * Child Support & Protection |

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| **10. ANNUAL LEAVE ENTITLEMENT** |
| 5.6 weeks pro rata annual leave is paid. The employer does not recognise public holidays and all Annual Leave must be requested in advance. |

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| **11. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| If successful a reference from 2 employers, one of which should be current or recent will be required. **Employees will be asked to register with the PVG (Protecting Vulnerable Groups) Scheme or update their membership.** 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)** |
| **Experience** |  | Preferably experience with Autistic children  Ultimately we are seeking a kind caring person |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant study and training |  |
| **Skills/Abilities specific to the post** | Ability to:   * Communicate clearly and sensitively * Use own initiative/self motivation * Form and maintain good working relationships with colleagues and staff from other agencies * Be flexible and adaptable * Work independently or as part of a team * Use a positive and supportive approach | Ability to:  Form positive relationships with individuals |
| **Qualities** | Good communication skills  A sense of humour |  |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the service  Good timekeeping  Valid driving licence and access to a vehicle  To apply for a PVG |  |