**Personal Assistant/Companion**

**Job Reference Number: ME1224MC**

**Job Title**: Personal Assistant

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

**Location**: Ellon

**Rate of pay**: £12.60 per hour

**Hours of work**: 9.5 hours per week that will be split over two days with one day being Tuesday 3pm-6pm during term time to support young lady to attend activities in the community during the day, evenings and the odd weekend but hours can be flexible, and it is possible to split the hours between PA’s

**Nature of the job role:**

A personal assistant is required for a young woman who has a learning disability.

She requires support to enjoy activities such as horse riding which she is very passionate about and enjoys attending twice a week during term time. The young lady also enjoys swimming, shopping, going to cinema and theatre. The young lady enjoys the outdoors but also enjoys cooking and baking.

**Main duties**:

To support with social activities. This will involve the driving to places locally and therefore you must be a driver with access to your own vehicle.

To maintain a safe environment for the young lady.

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, sociable person who also likes animals.

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

A reference from 2 employers, one of which should be current or recent will be required. **Employees will also be required to register with the PVG Scheme**.

**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 young adults with support needs would be beneficial, but transferrable skills will also be considered. | Experience of working with people in their own home and in community settings.  Enjoy participating in outdoor activities. |
| **Education and Qualifications** | Good standard of education  Willingness to undertake relevant training |  |
| **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 * Must enjoy interacting with animals * Enjoy the outdoors and can take part in outdoor activities with young lady | Ability to:   * Form positive relationships with family. |
| **Inter-personal and social skills** | Excellent communication skills  A sense of humour, happy disposition, friendly, confident and sociable. | Individual who enjoys attending social events and activities. |
| **Additional requirements for this post** | Car driver with access to a vehicle and business insurance is essential. |  |