**Job Description**

**Quote Reference – MK1024MC**

**PERSONAL ASSISTANT**

We are looking for an enthusiastic person to join an established team to teach and support a lovely 16 year old boy with Autism Spectrum Condition, ADHD and learning difficulties, the skills to allow him to be independent, happy, and healthy at home and in the community.

If you enjoy working with young persons and are reliable and commited to support individuals develop, then please get in touch.

Applied Behaviour Analysis (ABA) experience would be beneficial but not essential as training and supervision will be provided.

**HOURS**

* 3 hours weekly & 6 hours bi-weekly
* Monday from 15:30-18:30 and bi-weekly Sundays from 10:00-13:00
* £13.86 per hour
* Paid Holidays (Pro-rata), Statutory Sick Pay and Training

Please note, this role requires a degree of flexibility to cover extra shifts during school holidays, holiday and sickness cover.

**LOCATION**

**Kintore**, **Aberdeenshire** – Must have access to a car to allow for going out and about in the community.

**RESPONSIBILITIES:**

* Following an established ABA programme that breaks down teaching targets in a positive and understandable manner and supporting the young person in learning and meeting these targets (training will be provided). This includes:
* Creating a structured session within the home to support the young person in activities that enhance his learning
* Teaching functional life skills such as personal care, communication, educational and occupational therapy targets such as fine motor skills and sensory activities
* Creating a caring environment for the young person regardless of location by creating and maintaining a welcoming, understanding, communicative and supportive atmosphere
* When supporting the young person out in the community, you may be accompanied by another Personal Assistant depending on availability
* When out in the community, you will communicate the day's task and support the young person in completing daily tasks such as shopping and general exercise and will effectively assess his needs on an ongoing basis
* At the end each session, you will effectively record details from the session relating to the young persons behaviours, targets and general wellbeing

**COMPETENCIES**

* Must be confident, enthusiastic, fun and creative with the ability to interact well with a young person with complex needs
* Must be comfortable with personal care
* Must have good spoken and written English
* Must be an empathetic and patient individual with the ability to relate well with both children and adults
* Demonstrates warmth, insight, interest, and respect for persons with disabilities
* Must have the ability to cope well with emergency situations arising from challenging behaviour in a calm, caring, and efficient manner
* Able to work both independently and in a team
* Be willing to join the PVG Scheme - **PVG will be required for successful applicant**