JOB DESCRIPTION

Ref no: MS0621HS

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

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| **2. JOB IDENTITY** | |
| **Post title: Support Worker** | **Location:** St Katherines, Inverurie |
| **Hours of Work:**  Up to 16 hours per week over 2 days:  Monday and Wednesday  Core hours 9.00am – 15.30pm  Potentially Thursday 9.00am – 15.30pm to cover staff absence and sickness. | **Term:**  Permanent subject to a 3 month trial period  Start date from 19th July 2021 (to allow for shadowing and holiday cover up to 31st August 2021) |

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| **3. PAY** |
| £ 10.80 per hour |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| To enable a young man on the autistic spectrum and with epilepsy to access an established routine of day centre activities and activities within the community in and around Inverurie. |

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| **5. MAIN DUTIES** |
| Monday AM: (Swimming with day centre group,) Walk or activities at home, lunch/picnic  Monday PM: (Lunch) Recycling at Granton Developments  Wednesday AM: (Gardening/maintenance at Pitscurry day centre, lunch) Walk or activities at home, lunch/picnic  Wednesday PM: Trampoline session with personal trainer, walk or activities at home  Thursday AM: Crafts at Granton Developments  Thursday PM: (Lunch) Recycling at Granton Developments  Activities in brackets to resume when COVID restrictions allow.  You will be expected to support the young man in activities including, but not limited to, walks in the country, craft, baking, music, and developing communication skills. (Parents will cover swimming if necessary). You will encourage him to be as independent as possible and to develop his skills. At the day centre, sports centre and Granton Developments you will be working alongside their staff to support the young man.  He is generally a contented and calm person, and you will be expected to keep the young man safe and calm by anticipating his needs and avoiding situations which will be difficult for him. A detailed support plan will be provided. |

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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** |
| Support Worker(s) 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** |

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

Support Workers will be expected to complete monthly timesheets and submit to the employer to authorise.

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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. The Support Workers 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 within the first 6 months of employment. It will be arranged and paid for by the employer.   * First Aid (unless certificated course undertaken within previous 3 years) * Epilepsy awareness and rescue medication specific to client * Adult Support & Protection (online course) unless recent certificate. |

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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 must 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) |

**Cornerstone’s Self-Directed Support Service exists to support people to employ their own Personal Assistants and/or purchase services using direct 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 direct payment and not with Cornerstone.**

**Person Specification**

**Necessary skills and characteristics**

* You will be honest, open and trustworthy as you will be responsible for a vulnerable young man.
* You must be reliable, punctual and understand the importance of routine and expectation to people on the autistic spectrum.
  + You must be able to work on your own and as part of a team, putting the needs of the young man first. You will be able to create and maintain good relationships while maintaining family privacy. You will be able to accept delegation and work without supervision while recognizing your own limitations.
* You will have experience of care work, or of supporting people on the autistic spectrum or with a learning disability in some capacity, for example a family member. You will be able to work in a non-judgmental manner and work to guidelines and procedures.
* You will hold a clean driving license valid for use in the UK. A Motability car is available to transport the young man to and from his home and activities.
* You will have a good standard of education, with good communication skills, and be willing to undertake further study and training.
* You will be willing and able to join the PVG scheme (see above) if you are not already registered.
* You will be prepared to prompt, support and undertake some personal care if necessary.

**Desirable skills and characteristics**

* You will have an awareness and understanding of autistic spectrum conditions and of epilepsy, although training will be available. You will have experience of caring in health or voluntary settings.
* You will have an awareness of alternative communication methods (such as makaton or PECS symbols).
* You will have attained SVQ level II and have awareness of adult protection issues.