**Job Description**

**Job Reference Number: SB0925PB**

**Job Title**: Personal Assistant

**Reporting to**: The employer will be a family member

**Location**: Bridge of Don area. Not on bus route, so own transport required.

**Rate of pay**: £12.75 per hour

**Hours of work**. Various shifts. 24 hours care package.

**Nature of the job role: To support a young woman who has cerebral palsy, epilepsy and scoliosis**

**Main duties**: **Personal care, feeding, medication, play and sensory stimulation.**

To maintain a safe working environment

To respect confidentiality at all times.

**Training below will be offered and paid for by the employer:**

**Annual Leave:**

5.6 weeks pro rata per annum. The employer does not recognise public holidays.

**Desirable:**

Caring, active, reliable and friendly.

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

A reference from 2 employers, one of which should be current or recent will be required.

**PVG will be required for successful applicant**

**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)** |
|  |  |  |
| **Experience** | Previous experience of working with individuals who have similar disabilities would be beneficial, but full training will be given. | Experience of working with people in their own home. |
| **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 or as part of a team * Use a positive and supportive approach * Ensure the safety and well-being of the young woman at all times | Ability to:   * Form positive relationships with family |
| **Inter-personal and social skills** | Excellent communication skills  Friendly and outgoing. |  |
| **Additional requirements for this post** | Own transport essential for this post because of location. |  |