**Job Description**

**Job Reference Number: SE0225MC**

**Job Title**: Personal Assistant

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

**Location**: Ellon/Auchnagatt

**Rate of pay**: £12.60 per hour

**Hours of work**: Up to 21 hours on week days

**Nature of the job role**

To support a young man to access activities in the community. The young man is a wheelchair user, and it is essential that you are a car driver.

**Main duties**:

To accompany and support the young man to attend his weekly activities.

To assist with personal care tasks, if required, when in the community.

To maintain a safe working environment.

To respect confidentiality at all times.

To assist with any other duties consistent to the duty and authorized by the employer.

Follow the care plan and advice given by other care professionals.

**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 adults/children with support needs would be beneficial, but transferrable skills will also be considered | Experience of lone working with people in their own home, and in the community. |
| **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 | Ability to:   * Form positive relationships with family |
| **Inter-personal and social skills** | Excellent communication skills  A sense of humour, happy disposition |  |
| **Additional requirements for this post** | Driving Licence and willingness to drive a wheelchair accessible vehicle. |  |