JOB DESCRIPTION

Ref no: TD0921SW

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| 1. EMPLOYER |
| THE EMPLOYER IS THE MOTHER OF THE YOUNG MAN WHO REQUIRES SUPPORT |

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| **2. JOB IDENTITY** |
| **Post title:** Personal Assistant | **Location:** Peterhead |
| **Hours of Work:** 4 hours per week- (2 hours Saturday/Sunday PM), but some flexibility |  |

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| **3. PAY** |
| **£9.79 per hour** |

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| **4. JOB PURPOSE AND WAY OF WORKING** |
| Carer will be working on a 1:1 basis with the young man who requires support. Accompanying him to his social activities and assisting with personal care. The carer will be directed by the employer (Mum) as to which activity they will be attending at the start or prior to every shift.  |

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| **5. MAIN DUTIES** |
| Carer required to support and assist with the following duties:1. Accompany and support to leisure and social activities, including swimming, music therapy, day services and any other activity, as directed by employer
2. Provide personal care if required, assisting with toileting and personal hygiene
3. Encouragement and guide with social interaction
4. Provide interaction with the young man in order to help motivation
5. Prevent and protect from getting into dangerous situations by giving constant supervision
6. Carrying out any other duties consistent with the support plan
7. Following advice given by Health professionals involved in the young man’s care
8. Ensure high personal hygiene standards

**ANY QUESTIONS CONCERNING DUTIES MAY BE ASKED AT THE INTERVIEW STAGE. TRAINING WILL BE GIVE TO ALL SUCCESSFUL APPLICANTS.** |

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| **6. SUPERVISION** |
| Carer will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs are, observing the employer’s 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** |
| The Carer should have a fun personality, have an enthusiastic approach to life. The carer will be working on a one-to-one basis with the young man requiring support. They will interact with and accompany, join in and support to and from social activities. They will support, actively motivate, and guide whilst in the community/activity. They will be directed by the employer as to destination and activity, at the start, or prior to every shift. It is important for the staff member to report back to the employer on any issues that arise during their shift.  |

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| **8. PERSONAL QUALITIES** |
| The successful applicant should have a lively, fun personality, and have an enthusiastic approach to life. However, it is important that applicants are responsible adults, no experience is necessary as a caring individual is of the utmost importance. They must be reliable, trustworthy and be positive & encouraging in their outlook to the work. The safety of the young man must be the highest priority at all times. Driving license and access to a vehicle is essential due to the nature of this post. |
| **9. TRAINING** |
| Training will be would be provided:* First Aid – Classroom Based
* Adult Support & Protection – on line
* Possibly Makaton
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| **10. ANNUAL LEAVE ENTITLEMENT** |
| 28 days pro rata annual leave is paid. The employer does not recognise public holidays. |

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| **11. REFERENCES & PROTECTING VULNERBLE GROUPS SCHEME** |
| A reference from 2 employers, one of which should be current or recent is required. Employees will be required that you register with the PVG (Protecting Vulnerable Groups) Scheme. Further information can be found at [www.disclosurescotland.org.uk](http://www.disclosurescotland.org.uk) |

**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 children/adults with special needs |
| **Education and Qualifications** | Good standard of educationWillingness to undertake relevant training |  |
| **Skills/Abilities specific to the post** | Ability to:* Must be able to Communicate clearly and effectively
* Use own initiative/self motivation
* Form and maintain good working relationships with colleagues and staff from other agencies
* Be flexible and adaptable
* Work independently or as part of a team
* Use a positive and supportive approach
 | Ability to:Form positive relationships with individuals |
| **Inter-personal and social skills** | Good communication skillsA sense of humorOutgoing personality | Experience of Makaton |
| **Additional requirements for this post** | Able to work flexible hours to meet the needs of the serviceGood timekeepingFull Driving Licence and access to a vehicle |  |