JOB DESCRIPTION

Ref no: WP0621EB

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| 1. EMPLOYER |

The employer will be the grandmother of the young lady who requires support**.**

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| **2. JOB IDENTITY** |
| **Post title: Personal Assistant** | **Location: Portlethen** |
| **Hours of Work:** Currently 6 hours a fortnight (Saturdays), but hours may increase. | **Term:** Permanent, subject to three-month trial period. |

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| **3. PAY** |
| £9.50 per hour |

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| **4. JOB PURPOSE AND WAY OF WORKING** |

To support the young lady to lead a full life, help with risk assessing and support with social outings.

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| **5. MAIN DUTIES** |

* To accompany the young lady on social outings
* To assist and support the young lady to handle her financial transactions when accompanied on outings
* Help the young lady to develop/maintain appropriate social skills by encouraging her whilst on shopping trips, using public transport, at the cinema, eating out, etc
* Help the young lady to make and sustain relationships with other people in all areas of her life
* Work with the young lady to motivate and guide with her with her choice in a range of social activities and support her risk assessment and choices when online
* Work in accordance with the current care plan

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

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| **6. SUPERVISION** |
| Personal Assistants will be directed by and accountable to the employer. It is necessary to ask the employer what the support needs of the young lady 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** |

Personal Assistants will be working on a one-to-one basis with the young lady requiring support. Support Assistants will accompany and support the young lady, actively motivating, communicating, interacting, guiding and assisting in all areas of support. It is important for the Personal Assistant to report back to the employer on activities attended or any concerns that arise during their shift.

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| **8. PERSONAL QUALITIES** |
| The successful applicants should have a lively, fun personality, and have an enthusiastic approach to life. However, it is important that applicants are responsible adults, preferably with experience in working with or looking after adults/children with additional needs. The Personal Assistant must be reliable, trustworthy and be positive & encouraging in their outlook to the work. |

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| **9. TRAINING** |
| Training will be offered and paid for by the employer. |

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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) |

**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**

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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. | Experience of working with people in their own home. |
| **Education and Qualifications** | Good standard of educationWillingness to undertake relevant study and training. | SVQ Level II. |
| **Skills/Abilities specific to the post** | Ability to:* Use own initiative and self-motivation
* Communicate clearly and sensitively
* 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
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| **Inter-personal and social skills** | * Good communication skills
* A sense of humour
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| **Additional requirements for this post** | * Able to work flexible hours to meet the needs of the service
* Good timekeeping
 | Valid driving license and access to a vehicle with business insurance |