**Job Description**

**Job Reference Number: RE0123PB**

**Job Title**: PA/Carer

**Reporting to**: Family of recipient of care

**Location**:  **Ellon**

**Rate of pay:** £13.86 per hour

**Hours of work:**:  **5 hours per week, which may be used at the weekend or accrued to be worked during the school holidays for example. Some flexibility will be required.**

**Nature of the job role: to support a young man who has epilepsy and Gould syndrome. Help him enjoy activities and have fun in a safe environment**

**Main duties**: To accompany on outings to play putting, go swimming, visit places of interest, go cycling. Indeed anything which the family feel is suitable and the young man enjoys. To ensure the child’s safety at all times. It is important these times are seen as a special treat. To perhaps suggest some different games or visits which are based on the child’s interests. You will be working as part of a team of PAs.

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

Training will be provided as required.

**Annual Leave:**

28 days pro rata annual leave is paid. The employer does not recognise public holidays.

**Desirable:**

Caring, active, reliable and fun

**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 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 * 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. Patient and understanding.  A sense of humour, happy disposition |  |
| **Additional requirements for this post** | Driving Licence and access to a vehicle with business insurance |  |