**Job Description and Person Specification**

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| Job Title: | Personal Assistant (Care Support Worker) |
| Job Reference: | SDS/JB/38 |
| Salary or Hourly Rate: | £9:30 |
| Hours of Work: | 3hrs per week term time. 12 hrs per week school holidays. |
| Location of Work: | Kirkcaldy |
| Contract Type: | Permanent |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Closing date: | Monday 31 August 2020 |

**Role**

Personal Assistant (Care Support Worker) required to support 8 year old with a diagnosis of autism and learning disabilities who is non verbal.

Jamie is a happy boy who loves the outdoors, walking through the woods exploring, walks in the community. He is very active and this will be a physically demanding role.

Jamie likes to play on his trampoline, likes rough and tumble and interacting with you. He communicates by taking your hand and leading you to what he wants.

We have 3 hrs per week during term time which we would like to use at the weekends. During school holidays we have 12 hrs per week to be used flexibly e.g. to go out on day trips, swimming, or to the park.

Applicants must have a clean driver’s license and be a non-smoker.

**Duties and Responsibilities**

* Support to participate in social and leisure activities
* Preparing snacks
* Help with toileting/dressing
* Ensuring children’s safety
* Emotional and behavioural support

**Person Specification**

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| --- | --- | --- | --- |
|  |  | Essential | Desirable |
| E1 | Person Centred Approach with a caring and compassionate nature. | ✓ |  |
| E2 | Able to be flexible with working days | ✓ |  |
| E3 | Experience of supporting children with autism | ✓ |  |
| E4 | Able to work to own initiative and come up with ideas for things to do. | ✓ |  |
| E5 | Ability to give care and support with aspects of daily living in a manner that respects dignity. | ✓ |  |
| E6 | An enhanced check through PVG (Protection of Vulnerable Groups) or willingness to undertake an enhanced check. | ✓ |  |
| E7 | Understanding and commitment to confidentiality and privacy. | ✓ |  |
| E8 | Friendly, fun and playful | ✓ |  |
| E9 | Enthusiastic and passionate about the job | ✓ |  |
| E10 | Clean driving licence with access to a car with business insurance | ✓ |  |
| D1 | Training in autism and communication used by non-verbal children |  | ✓ |