**Job Description and Person Specification**

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| --- | --- |
| Job Title: | Personal Assistant |
| Job Reference: | SDS/LW/ |
| Salary or Hourly Rate: | £10.50 per hour |
| Hours of Work: | Personal care (hours on offer)  (how would you like this broken down) |
| Location of Work: | Area you live in |
| Contract Type: | Permanent |
| Qualifications Required: | PVG required - This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Essential Requirements | Kind, caring and a good sense of humour. |
| Closing date | Apply any-time |

**Role**

We are looking for personal assistants to help a year old female with her personal care. The individual has health condition that can affect . This lovely individual requires assistance to get up in the morning, showered and changed. Light cleaning such as wiping around the bathroom after use would also be helpful.

Duties to include personal care and light housework ie wiping round the bathroom after use etc.

Applicants must have a caring attitude, have a good sense of humour, be reliable with a positive and flexible approach to work. Having experience with hoist use and slings preferred.

This role requires an enhanced check through PVG (Protecting Vulnerable Groups).

**Duties d Responsibilities**

* Provision of personal care
* Assisting client to shower; dry; change clothes
* Transfer into shower commode
* Hoist and sling use required
* Assistance with keeping house tidy

**Person Specification/….**

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Essential | Desirable |
| E1 | Person Centred Approach with a caring and compassionate nature. | ✓ |  |
| E2 | A positive and flexible approach to work | ✓ |  |
| E3 | Demonstrable experience of working with people with personal care support needs | ✓ |  |
| E4 | Good hygiene practice, including personal hygiene, and a smart appearance | ✓ |  |
| E5 | Ability to give care and support with aspects of daily living in a manner that respects dignity. | ✓ |  |
| E6 | Experience of working with disabled people. | ✓ |  |
| E7 | Ability to work as part of a team | ✓ |  |
| E8 | An enhanced check through PVG (Protection of Vulnerable Groups) or willingness to undertake an enhanced check. | ✓ |  |
| E9 | Understanding and commitment to confidentiality and privacy. | ✓ |  |
| E10 | Friendly and approachable with a good sense of humour | ✓ |  |
| E11 | Understanding of Equal Opportunities | ✓ |  |
| E12 | Clean driving licence |  | ✓ |
| D1 | Understanding of health and safety issues in the home | ✓ |  |
| D2 | REHIS Food Hygiene Certificate |  | N/A |

To apply for this post please submit a copy of your CV quoting the job reference number above by:

**Email:**   [recruitment@sdsoptionsfife.org.uk](mailto:recruitment@sdsoptionsfife.org.uk)

Or

**Post:**    SDS Options (Fife), DPHS Fife, Caledonia House, Pentland Park, Saltire Centre, Glenrothes, Fife, KY6 2AQ

**SDS Options Fife is advertising this vacancy on behalf of our client and are not the employer and cannot endorse any applicant and/or employer.**