**Job Description and Person Specification**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/AM/027 |
| Salary or Hourly Rate: | £9 |
| Hours of Work: | 7hrs per week to be agreed with employer. Involves occasional weekend working. |
| Location of Work: | Kirkcaldy |
| Contract Type: | Permanent |
| Qualifications Required: | Previous experience of working within the care sector is desirable |
| Essential Requirements | Clean driving licence & business insurance. |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Closing date: | 12 September 2019 |

**Role**

You will be required to support a woman with dementia to participate in social/leisure activities and ensure her safety to allow her daughter some weekly respite.

**Duties and Responsibilities**

* Social and Leisure activities e.g. going for a coffee, to the supermarket, garden centre, high street.
* Support in the home and companionship
* Ensuring she is safe and does not place herself at risk of falling

**Person Specification**

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|  |  | 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 | Ability to give care and support with aspects of daily living in a manner that respects dignity. | ✓ |  |
| E5 | Experience of working with disabled people. | ✓ |  |
| 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 and approachable with a good sense of humour | ✓ |  |
| E9 | Understanding of Equal Opportunities | ✓ |  |
| E10 | Clean driving licence | ✓ |  |
| D1 | Knowledge and understanding of dementia |  | ✓ |
| D2 | Experience of working with people with dementia |  | ✓ |