**Job Description and Person Specification**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/CE/009 |
| Salary or Hourly Rate: | £9 |
| Hours of Work: | As Required |
| Location of Work: | Guardbridge |
| Contract Type: | Casual |
| Qualifications Required: | Previous experience of working within the care sector with a previous working knowledge of providing personal care. |
| Essential Requirements | Clean driving licence |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |
| Closing date: | 19 March 2019 |
| Reference No | SDS/CE/009 |

**Role**

You will be required to assist a woman with personal care and meal preparation. You must have a sense of humour and be passionate about the job. Client is a smoker and you will be working in her home so applicants must be comfortable with this.

**Duties and Responsibilities**

* Assisting with getting up and getting ready in the morning and getting ready for bed at night.
* Provision of personal care inclusive of showering, bathing, drying, and assistance with toileting and dressing.
* Meal preparation – preparing breakfast, lunch and evening meal. Making sure access to drinks and snacks are available.
* Assistance with putting on tubular support bandages.

**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 | 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 |  | ✓ |