**Job Description and Person Specification (Females preferred)**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/TT/029 |
| Salary or Hourly Rate: | £9 per hour |
| Hours of Work: | 17 hours a week.  Applicants welcome for both 17 hours and job-share.  Shifts are Mon, Wed, Thur, Fri 3-6pm. Tue 3-8pm |
| Location of Work: | Crossgates |
| Contract Type: | Permanent. |
| Qualifications Required: | Previous experience of working within the care sector. |
| Essential Requirements | Clean driving licence. |
| PVG | A PVG (Protecting Vulnerable Groups) is desirable. |
| Closing date: | 11 October 2019 |

**Role**

You will be required to assist a 38 year old woman with cerebral palsy who is fiercely independent, fun loving with a good sense of humour with meal preparation and beverages. You must have a sense of humour and be passionate about the job. You will be working in her home so applicants must be comfortable with this.

**Duties and Responsibilities**

* Meal preparation – preparing evening meal. Making sure access to drinks and snacks are available.
* Toileting.
* Accompany to social activities.

**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 | Good hygiene practice, including personal hygiene, and a smart appearance | ✓ |  |
| E4 | Ability to give care and support with aspects of daily living in a manner that respects dignity. | ✓ |  |
| E5 | An enhanced check through PVG (Protection of Vulnerable Groups) or willingness to undertake an enhanced check. |  | ✓ |
| E6 | Understanding and commitment to confidentiality and privacy. | ✓ |  |
| E7 | Friendly and approachable with a good sense of humour | ✓ |  |
| E8 | Understanding of Equal Opportunities | ✓ |  |
| E9 | Clean driving licence |  | ✓ |
| D1 | Understanding of health and safety issues in the home |  | ✓ |
| D2 | REHIS Food Hygiene Certificate |  | ✓ |