**Job Description and Person Specification**

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| Job Title: | Personal Assistants (Females preferred) |
| Job Reference: | SDS/GG/010 |
| Salary or Hourly Rate: | £8.75 per hour |
| Hours of Work: | 2 posts x 5hr 15m |
| Location of Work: | St Andrews |
| Contract Type: | Permanent; 2 posts |
| Working Pattern: | 7 days a week; mornings only. |
| Qualifications Required: | Previous experience of working within the care sector with a previous working knowledge of providing personal care. |
| Closing date: | Friday 15 March 2019 |

**Role**

Your will be required to assist a 22 year-old female, wheelchair bound, with epilepsy and health related conditions, to live independently within her within her own home with her extended family.

It is important to recognise that some elements of care that you will be required to provide will be that of a personal nature and therefore confidentiality and respect for dignity and privacy are of the utmost importance.

**Duties and Responsibilities**

* Provision of personal care inclusive of showering, bathing, drying and dressing. Assistance with toileting.
* Knowledge of tracking hoisting would be advantageous but not essential as training will be given.
* Assisting with medication prompts.
* **Person Specification**

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|  |  | Essential | Desirable |
| E1 | Person Centred Approach with a caring and compassionate nature. | ✓ |  |
| E2 | Clean Driving Licence | ✓ |  |
| E3 | Demonstrable experience of working with people with personal care support needs e.g. manual handling | ✓ |  |
| 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 | Understanding and commitment to confidentiality and privacy. | ✓ |  |
| E8 | Friendly and approachable with a good sense of humour | ✓ |  |
| E9 | Understanding of Equal Opportunities | ✓ |  |
| D1 | Understanding of health and safety issues in the home |  | ✓ |
| D2 | A positive and flexible approach to work |  | ✓ |
| D3 | An enhanced check through PVG (Protection of Vulnerable Groups) or willingness to undertake an enhanced check. |  | ✓ |