**Job Description and Person Specification**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/MC/030 |
| Salary or Hourly Rate: | £9 per hour |
| Hours of Work: | 3.5 hours per week to be agreed with the employer. |
| Location of Work: | Cowdenbeath |
| Contract Type: | 1 Permanent |
| Useful Qualifications: | Previous experience of working within the care sector and a knowledge of providing personal care. |
| Additional information: | This role requires an enhanced check through PVG (Protecting Vulnerable Groups) |
| Closing date: | **Friday 14 February 2020** |

**Role**

You will be required to assist a 65 year-old woman with personal care. A good work ethic and willingness to learn is important. The client is a Non-smoker, has an interest in Animals, Outdoors, TV, Reading and History.

**Duties and Responsibilities**

* Provision of personal care inclusive of dressing and applying cream to legs.

You should have an outgoing, friendly personality, a positive outlook and a good sense of humour.

Applicants are advised that this role will be carried out in a non-smoking environment.**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 | Clean Driving Licence | ✓ |  |
| 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 | 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 | ✓ |  |
| D1 | Understanding of health and safety issues in the home |  | ✓ |
| D2 | Demonstrable experience of working with people with personal care support needs |  | ✓ |
| D3 | Experience in manual handling and using a hoist. |  | ✓ |
| D4 | Experience of working with disabled people. |  | ✓ |