**Job Description and Person Specification**

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| Job Title: | Personal Assistant |
| Job Reference: | SDS/WH/089 |
| Salary or Hourly Rate: | £9.50 per hour |
| Hours of Work: | 20-25 hours per week. Applications open to job-share.  Time and pattern of shifts to be agreed with employer. Rota:-  Sat (pm)/Sun/Mon/Tue & Wed/Thur/Fri/Sat (am) |
| Location of Work: | Kirkcaldy |
| Contract Type: | Permanent |
| Useful qualifications: | Previous experience of working within the care sector and a knowledge of providing personal care.  Manual Handling experience is desirable and advantageous.  Occasional meal provided. |
| PVG | This role requires an enhanced check through PVG (Protecting Vulnerable Groups). |

**Role**

Personal Assistant required to compliment an existing team member, to provide care and support to a male, 65, with spinal injuries, to live independently within his own home. Duties to include the provision of care, support with meals and hoisting. You will also be required to assist with household chores, meal preparation and access community activities bowling, sailing, ice curling, lawn bowl, gym and local club concerts. Also accompanying to medical appointments. Client uses his own vehicle.

A good work ethic and willingness to learn is important. The client can communicate his specific requirements. Personal motivation to work as a carer is important. Lack of experience will not be a problem. The client can communicate needs clearly to carers.

Applicants must have a caring attitude, be reliable with a positive and flexible approach to work.

**Duties and Responsibilities**

* Assisting with household tasks including meal / beverage preparation and domestic cleaning duties.
* Manual Handling experience is desirable and advantageous. Training will be provided.
* Provision of support for social activities including shopping, going to appointments and leisure activities.

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 and team working. | ✓ |  |
| 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 | Ability to provide continuity of care and provide consistent and effective communication | ✓ |  |
| 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. |  | ✓ |
| D5 | Registered with the SSSC (Scottish Social Services Council) |  | ✓ |
| D6 | A clean driving licence and access to a car |  | ✓ |
| D7 | REHIS Food Hygiene Certificate |  | ✓ |